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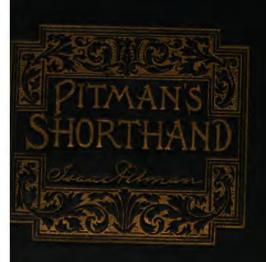
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COURSE IN ISAAC PITMAN SHORTHAND

LESSON 1.

CONSONANTS AND SECOND-PLACE LONG VOWELS.

1. The student must remember that when he is writing shorthand he is to write strictly according to sound, leaving out all silent letters. In other words, the spelling in Isaac Pitman Shorthand is *phonetic*, the ordinary spelling being entirely disregarded, and the sounds of the words only being represented by the shorthand characters employed. The following examples will illustrate the method to be followed:

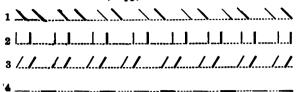
| Calm | would | be | spelt | k-ah- m , | and | would | bе | written | |
|------|-------|-----|-------|-----------------------|-----|-------|----|---------|------------|
| Tomb | ,, | ,, | ,, | t-55-m, | ,, | ,, | ,, | | |
| Knee | ,, | ,, | ,, | n-ē | ,, | ,, | ,, | ,, | - <u>`</u> |
| Door | ,, | ,, | ,, | d - \bar{o} - r | ,, | •• | ,, | ,, | 5 |
| Mail | ,, | ,, | ,, | m-ā-l | ,, | ,, | ,, | ,, | <u>~</u> |
| Pole | ,, | ,, | ,, | p-ō-l | ,, | ,, | ,, | " | <u> </u> |
| Pier | ,, | ,, | ,, | p-ē-r | ,, | ,, | ,, | ,, | |
| Sew | ,, | ,, | ,, | 8-Ō | 17 | ** | ,, | ,, |)-, |
| Meal | ,, | ,, | ,, | m-ē-l | ,, | ,, | ,, | ,, - | ~ |
| Name | ,, | , . | ,, | n-å -m 5 | ,, | ** | ** | ,, 4 | , |

2. In order that the writer may spell phonetically, in accordance with the foregoing directions, he is provided with a sign for every sound in the language. following eight signs represent the first eight consonants of the phonographic alphabet. The learner will notice that the signs are given in pairs, a light sign and a heavy one; and that the light sign represents a light sound, while the heavy sign represents a heavy sound. There is, therefore, a correspondence between the sounds heard and the signs used to represent them. He should copy the signs over and over again, until he knows them thoroughly. and can name and write them with ease. Facility in the use of the shorthand characters will come with practice. The upright and slanting letters are to be written downward, with the ends resting on the ruled line in the writer's note-book. The horizontal letters are to be written from left to right, and resting on the line, as in the examples which follow.

| Letter. | Character. | Name. | As in | | |
|---------|------------|-------|--------------------|--|--|
| P | \ | pee | rope, past, pay | | |
| В | | bee | robe, boast, bay | | |
| т | . | tee | fate, tip, oat | | |
| D | 1 | dee | fade, dip, ode | | |
| СН | / | chay | etch, chest, choke | | |
| J | / | jay | edge, jest, joke | | |
| K | | kay | leek, Kate, pick | | |
| G | _ | gay | league, gate, pig | | |

Exercise 1.

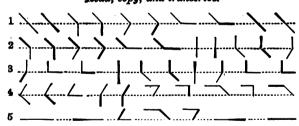
Read, copy, and transcribe.



8. Outlines containing two or more consonants should be written without lifting the pen from the paper, a following stroke commencing where the preceding one ends; thus

$$p ch$$
, bt , tp , dt , $ch p$, kg , kp , bg .

Exercise 2. Read, copy, and transcribe.



- 5. A vowel placed at the left hand side of an upright or slanting consonant, or above a horizontal consonant, is read before the consonant; thus _____ ape, ____ oat, ____ age, ____ oak.

Exercise 8.

- 7. The learner will observe that in all the words of the preceding exercise the first downstroke rests on the line; and that where a downstroke is preceded by a horizontal letter, the latter is written above the line, so that the downstroke may rest on the line. The position thus indicated is called the second position, and the words in the preceding exercise are written in this position because the vowel in each word is a second-place vowel. In succeeding exercises, wherever the vowel, or, if there be more than one vowel in the word, the principal or distinguishing vowel, is a second-place vowel, the outline must be written in the second position, as here explained.
- 8. In shorthand, a small cross (\times) is used for a period; the sign \leftarrow is employed to express a dash; and other punctuation marks are written as usual. Two

short lines drawn underneath an outline indicate an initial capital; as Job Cope.

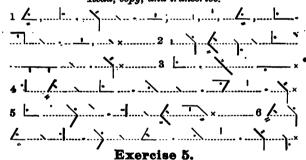
9. Words of frequent occurrence are expressed in shorthand by one of their letters. A word thus abbreviated is called a grammalog; the letter which is used to represent the whole word is called a logogram. The student should learn the grammalogs as thoroughly as possible, because a knowledge of them is necessary in fast writing. Throughout the exercises in this book the grammalogs and contractions are printed in italic.

GRAMMALOGS.

a or an, . the, ___all, \ too or two, ___of,

to, ___owe or Oh! he, __on, | but.

Exercise 4. Read. copy. and transcribe.



- 1. Job Day, take the cape to the boat to-day.
- 2. He paid Joe Cope to take the boat.
- 3. Take the cocoa to the page on the boat.
- Joe, a joke! Take an eight page ode on cake to Jake to-day.
- 5. Take the page to the oak.
- 6. He towed the boat to the oak to-day.

LESSON 2.

CONSONANTS AND FIRST-PLACE LONG VOWELS.

10. The next four pairs of consonants are curves, and they are written downward. They may be joined to each other, or to other consonants, in the same way as the straight letters are joined, a following consonant commencing where a preceding one ends.

| Letter. | Character. | Name. | As in |
|---------|------------|-------------|--------------------------|
| F | | ef | safe, fat, leaf |
| v | | v ee | save, vat, leave |
| TH | (| ith | wreath, thigh, bath |
| ТН | (| thee | wreathe, тну, bathe |
| s |) | ess | ice, sigh, lace |
| Z |) | zee | ooze, Zion, lazy |
| SH | ノ | ish | ash, she, lash |
| ZH | ノ | zhee | measure, treasure, usual |

Exercise 6.

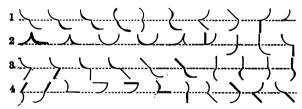
Read, copy, and transcribe.

| 1 | 1 | | | \ | | | <u></u> | アア |
|----|----|-----|-----|------------|-------------|-----|---------|----|
| 2 | ((| | ((| | (<u>(</u> | ((| (.(| () |
| 3 |)) | |).) |) <u>)</u> |).) | .)) | .).) |)) |
| 4. |) | , , |) | , , |)) |) | , | ,, |

11. The letter sh is always written downward when standing alone, that is, when it is not joined to another letter, as in the preceding exercise; but when it is joined to another letter it may be written upward, if the upward form is more convenient. As a rule, it will be found to be more conveniently written upward when it immediately precedes \(\), \(\), \(\) or \((l); \) and also when it immediately follows \(\), \(\), or \(\) In other cases, it will generally be better to write sh downward.

Exercise 7.

Read, copy, and transcribe.

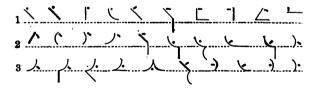


12. The vowels ah and aw, as heard in the words pa and paw, are represented by a heavy dot and a short, heavy dash respectively, like the vowels explained in the

preceding lesson. The vowels ah and aw, however, are called *first-place* vowels, because they are put in the *first* vowel place, i.e., at the beginning of a consonant; thus _____ paw, ____ caw, ____ auk.

- 13. (a) The outline of any word containing a first-place vowel only, or in which the principal or distinguishing vowel is a first-place vowel, is written in the first position, above the line; thus ______ Shah.
- (b) When the word consists of a horizontal letter preceded or followed by an upright or slanting letter, the horizontal letter is raised, so as to allow the upright or slanting letter to occupy the first position; thus _____ talk.

Exercise 8. Read, copy, and transcribe.

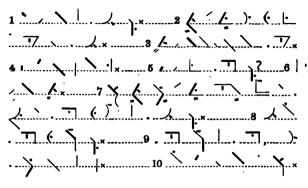


GRAMMALOGS.

awe or ought, who, (up) and, (up) should, happy, up, put, by or buy, be, to be, at, it, out.

Exercise 9.

Read, copy, and transcribe.



Exercise 10.

- Both Joe Cope and Jake Page showed a goat at the show to-day.
- 2. Job, take the boat and put it up by the gate.
- 3. Who bought all the cocoa to-day?
- 4. Pa paid the page to-day, so he should be happy.
- 5. Who saw the cape pa bought at the show?
- 6. It ought to be put on the coach.
- They say Job Bate put all the folk on the boat and towed it to the bay.

LESSON 3.

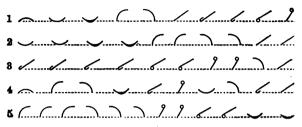
CONSONANTS AND THIRD-PLACE LONG VOWELS.

14. The remainder of the consonants are single strokes, not pairs, and they are all light signs except (ng), which is heavy. The three horizontal letters, , , are written from left to right; , , , , , , , and , are written upward; and are written downward.

| Letter. | Character. | Name. | As in |
|---------|------------|-------|-----------------------------------|
| M · | | em | seem, met, chime |
| N | | en | seen, net, China |
| NG | - | ing | long, sing, fang |
| L | | el | ta <i>ll, l</i> ife, mea <i>l</i> |
| R | 7 | ar | army, arose, bore |
| R | / | ray | rate, rogue, right |
| w | ~ | way | wade, aware, weep |
| Y | 6 | yay | Yale, yoke, yore |
| н | 6 | hay | hope, adhere, hurry |
| H | 9 | hay | high, hew, hook |

Exercise 11.

Read, copy, and transcribe.



- 15. It will be noticed that the consonants R and R are each provided with two forms, an upstroke and a downstroke. This is for convenience of joining to other consonants, and also for the purpose of vowel indication in fast writing. The rules governing the use of these forms will be fully explained in a later lesson, but, meanwhile, the following brief statement will be useful to the learner:
- (a) When a word begins with the sound of R, or ends with R and a sounded vowel, the upward form is used; as ____ rogue, ___ Pharaoh.
- (b) When a word begins with a vowel followed by B, or ends with the sound of B, the downward form is used; as _____ air, ____ ore, ____ fare.
- (c) The upward form of H is used, except when H stands alone or is followed by __ or __; as _2. hay, _2. hawk, _2. Hague.
- 16. The consonants of the last group are joined to one another, and to other consonants, in the manner already explained with regard to the letters previously treated.

Exercise 12.

Read, copy, and transcribe.



Exercise 18.

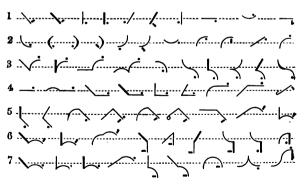
- 1. May they all take a share at the game?
- 2. Mail the bale of tape to Hague and Hay to-day.
- 3. Take all the coal by boat to-day.
- 4. Put up a loaf; be out by four; and take the coach at the gate.
- 5. Paul and Jake may be at the shore.
- 6. They should all be out by four.
- 18. (a) The outline of any word in which the vowel, or the principal or distinguishing vowel, is a *third-place* vowel, must be written in the *third position*, *through* the line; and when the outline of the word consists of an upright or slanting letter immediately preceded or followed by a horizontal letter, the latter is *lowered*, so

that the upright or slanting letter may be written through the line; thus _____ keep, ____ keyed, ____ move, ____ cool, ____ peach, ____ teach, ____ eve, ___ rue.

- (b) It will be seen, therefore, that the first upright or slanting letter in an outline must occupy the position as required by the principal vowel in the word, the other letters being raised or lowered accordingly.
- (c) There is, however, no third position for words whose outlines consist of horizontal letters only. When the vowel or principal vowel in such words is a third-place vowel, the outline is written in the second position, on the line; thus meek.
- 19. When a third-place vowel occurs between two strokes, it is written before the second stroke, as in the preceding examples.

Exercise 14.

Read, copy, and transcribe.

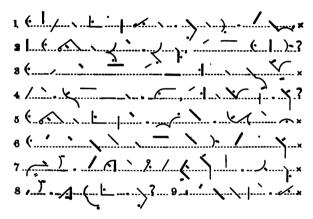


GRAMMALOGS.

____ had, | do, ___ different or difference, ___ much, ___ which, ___ each, ___ large, ___ can, __ come, ___ go or ago, __ give or given.

Exercise 15.

Read, copy, and transcribe.



Exercise 16.

- 1. Which way should they go to reach the pool?
- 2. Do they read a different page to-day?
- 3. He may go by the coach, and take the boat at the pier.
- 4. Go, Joe Booth, and show the poor page the difference.
- 5. He should be on the road by four.
- 6. They had to go a different way at sea.
- 7. They fear they may be out of the way.
- Leave a large share of the food on the boat; it may make much difference to Joe Shaw.

LESSON 4.

SHORT VOWELS.

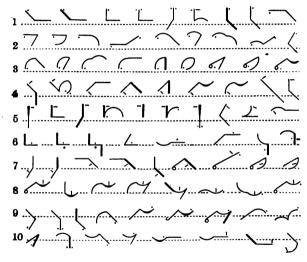
- 20. The short vowels, ă, ĕ, ĕ, ĕ, ĕ, öö, as heard in the words "Thặt pèn is nốt mặch gööd," are expressed by dots and short dashes similar to those employed for the representation of the long vowels already explained; but the signs for the short vowels are made light, in order to show the short, or light, sounds of the vowels.
- 22. All first-place vowels, whether long or short, occurring between two strokes, are written after the first stroke. All third-place vowels, whether long or short, occurring between two strokes, are written before the second stroke. The only movable vowel is the second-place vowel, and this, if it is short, is placed before the second stroke; while, if it is long, it is placed after the first stroke. Note the following pairs of words: \bar{bale}, \bar{bale}, \bar{raid}, \bar{raid}, \bar{raid}; \bar{raid}, \bar{fade}, \bar{fade}
- 23. The rules for the position of outlines of words containing short vowels are exactly the same as those

governing the position of words containing long vowels.

For example: palm, pack; bake,
bake,
beck; deem, dim; wrought, rot;
coal, cull; pool, pull.

Exercise 17.

Read, copy, and transcribe.



Exercise 18.

- 1. Pack the bag and take it to the gig at four.
- 2. Ask Jim to fetch the check book, and put it on the ledge.
- 8. Take the money, and buy a jar of ink.
- 4. They may all go to the dock and see the ship off

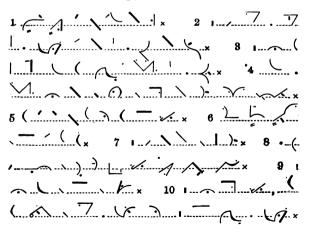
- Ask Tom to be awake and ready to go on to the ship by four.
- Hurry up, Jack Murray, and carry all the baggage to the hotel.
- 7. The happy fellow rowed away to the ship.
- 8. Do they owe a debt to Adam Bailey?
- Ask Kitty Webb to take a dollar out of the bag, and go and buy the calico.
- 10. They may all go on Monday to see the game of golf.
- 11. May they take a share of the sherry to poor Jim King?
- 12. They go by the ship Carrie, and they hope to be back by the fourth of March.

GRAMMALOGS.

half, if, have, thanked, think, youth, though, them or they.

Exercise 19.

Read, copy, and transcribe.



Exercise 20.

- 1. They think they may have to go to the bank and cash a check to pay the youth the money.
- 2. The youth may be happy if they pay half the bill.
- Though they go out on the tenth, they may come back by the following mail.
- 4. Who can envy them if they have to take the shabby coach back to-morrow?
- 5. They should take the keg to the back of the shed.
- 6. He came back to them a month ago.
- 7. They have to go and thank the judge to-day.
- 8. Ask the youth to take the cance and fetch the fish.
- They think the lad may have to go to Canada in a month.
- Half the party came to give a vote each to Adam Bailey.

LESSON 5.

DIPHTHONGS AND PHRASEOGRAPHY.

24. The four diphthongs i, ow, oi, and u, as heard in the words bite, cow, boil, and few, and the triphthong wi, as in wide, are expressed as follows:

, A ow, ___ oi, a ū, __ wī.

25. The diphthong oi is written in the first vowel place, at the beginning of a stroke; and, therefore, the outlines of words in which this is the only or principal vowel sound are placed in the first position, above the line; thus boy, boil, boiler, coy, coil.

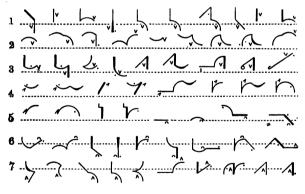
26. The diphthong a is written in the third vowel place, at the end of a stroke; and, therefore, the outlines of words in which this is the only or principal vowel sound are placed in the third position, through the line; thus _______ purify, _______ purify, _______ cube, _______ cubic.

27. The diphthongs i and ow, and the triphthong wi, may be written in any one of the three vowel places; but the outlines of words in which i or wi are the only vowel sounds, or in which they are the principal vowel sounds, are placed in the first position; thus ______ pie, _____ piling; _____ wide, _____ wider, _____ widely. The outlines of words in which ow is the only or principal vowel sound are placed in the third position; thus ______ bounty, _____ bout, _____ allow, _____ allowing, _____ allowed.

- 28. (a) The diphthong i and the triphthong wi may be joined initially to a downstroke, as ______item, _____ice, _____wife.
- (b) The diphthongs ow and of may be joined initially to upward l, as owlish, in oiling.
- (d) The diphthongs \bar{u} , ow, and \bar{i} , may be joined to the consonant n, thus new, now, nigh.

Exercise 21.

Read, copy, and transcribe.



Exercise 22.

- 1. Do they know of the failure of Hugh Riley?
- 2. All the folk think and say he should retire by July.
- 8. The tide may wash away the dike by five.

- Should the envoy come out to-day he may enjoy a ride to Albany.
- 5. The puny deputy duly came and valued the couch.
- 6. They had to use the check given them by Tom Lloyd.
- The wife of the lively dealer took a widely different view of the affair to-day.
- If they deny my right to go out on the tenth, they
 may all rue it.
- 9. They assume a large share of the duty; but they have no right to it, and they may have to give it up.
- 10. Pursue a life of purity, and so rebuke them.
- 11. They should decoy the rowdy fellow to the review, and leave the rogue to enjoy the air.
- 12. If they take refuge on the boat, they can defy the power of the enemy to take them or to move them away.

GRAMMALOGS.

____ I or eye, A how, ___ why, ___ aye, (yes)
____ beyond, A you, __ with, a when, ___ what, would.

29. Longhand writers often join words together without lifting the pen from the paper. The same may be done in shorthand. The practice of joining words in this way is called *Phraseography*, and the words thus joined make a *Phraseogram*. The first word of a phraseogram (generally a grammalog) should occupy the position which it would occupy if it stood alone. Thus, a phraseogram commencing with I should commence above the line, because I, as a logogram, is written above the line, as I have, I think, I say. A first position logogram, however, may be slightly lowered or raised to permit of the following

word being written through or over the line; as with much. A phraseogram beginning with you should begin on the line, because you, as a logogram, is written on the line when it stands alone; thus you may, you should be. When joined to , , or __, the sign __ may be shortened to ___; thus ___ (Pm = I am), __ (Pll = I will) __ I can. The vowel should be inserted in the phraseogram ____ to go.

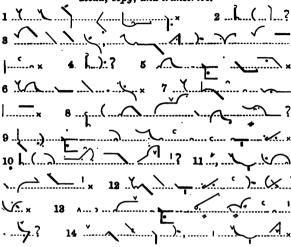
The following examples of phraseograms should be carefully read and copied by the learner.

PHRASEOGRAMS.

| ~ | I have | ^- how can they |
|-------------|-----------------------|----------------------|
| \ | I have had | h why do you |
| <u> </u> | I will | why have you |
| \triangle | I will be | you can |
| <u>~</u> | I am | with much |
| \sim | . I may be | with which |
| <u>~</u> | I may | with each |
| Ϋ́ | I thank you | when they |
| • • | I think you should be | L what do you |
| ` | you will | what may be |
| \triangle | you will be | what can be |
| | you may be | it would be |
| In. | . if you should be | and if you should be |

Exercise 28.

Read, copy, and transcribe.



Exercise 24.

The phrases in this and following exercises are indicated by the hyphen.

Write in Shorthand.

- 1. Do-you think you-can rely on-them to-take all the money to the bank to-day?
- 2. Why-do-you ask the poor youth to-ride the lame mule?
- 8. If-you-should-be back by five, I-may come and see you.
- 4. I-think I-am likely to be away by the time you get back.
- 5. I-think-you-should ask them to-take the oil back.
- Why-do-you assume the right to argue with so shabby a fellow?
- 7. I-think-you-should wire them, if-you think you-can-do what they ask you to-do.
- 8. How-can-they ask you to-go to Ithaca to-morrow?
- 9. I-think I-may guarantee the tube to be all-they say.
- 10. I-may-be wrong, but I-think I-am right.

LESSON 6.

REVIEW.

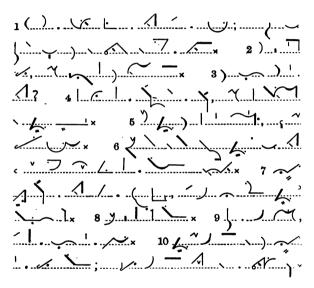
- 30. In this lesson the learner is asked to review the rules set forth in the preceding pages; to learn eight more grammalogs; and to practise those he has already learned.
- 31. The preceding rules may be briefly summarized as follows:
 - (a) Isaac Pitman Shorthand is phonetic, the spelling being by sound.
 - (b) There are twelve vowels, expressed by dots and dashes, and written in three places, above, below, or by the side of consonants.
 - (c) There are three positions for writing outlines, and the position of a word is governed by its vowel, or principal vowel.
 - (d) There are four double vowels or diphthongs, and one triphthong.
 - (e) There are two forms each for R and H, the alternatives being provided for easy joinings and for vowel indication.
 - (f) Words of frequent occurrence are expressed by one of their letters. Such words are called grammalogs.
 - (g) Phraseography is the name given to the principle of joining words together.

GRAMMALOGS.

_______ saw,). so or us, ______ see, sea, or use,) was, ______ whose or use, \(\sigma \) shall, ____ wish or she, \(\sigma \) usual ly.

Exercise 25.

Read, copy, and transcribe.



Exercise 26.

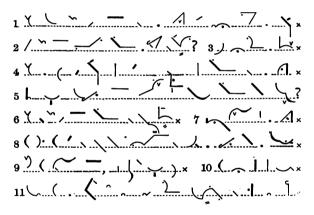
Write in Shorthand.

- Do-you know the name of the ship lying out by the buoy?
- 2. I-think it-was on the fourth of July he came to see us.
- 3. I-think I-saw the youth go out a minute ago.

- 4. You appear to-have a fear of the large youth who came to us at the farm.
- 5. To be of use ought to be the wish of each of you.
- 6. I-wish I-had given the rod away ere the thief took it.
- 7. Do-you know whose it-can-be?
- 8. Why should-they say I-am out?
- 9. What difference can-it make to-you if I-have to-go out by the tenth?
- 10. I-see-you know two of-them.

Exercise 27.

Read, copy, and transcribe.



Exercise 28.

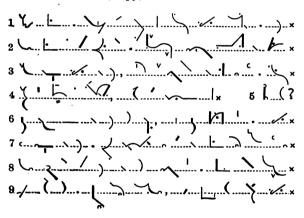
Write in Shorthand.

- 1. I-shall-be happy to-have-you do-so if-you-can manage it
- 2. Do-you think he knew the difference?
- 8. I-think-so; but I-will ask the fellow.
- 4. If-they go out, I-think-you and-I may go out too.

- Though they-may say no, I-know it shall-be different to what they-think.
- 6. I-think it-was usual to-give it to-each of-them.
- 7. You and-I usually go all the way by the sea.
- 8. I-think the new book may-be of use to us now.
- 9. If-you-like to-give them a copy, they-may-be happy to read it.
- They thanked the youth who carried the baggage to the ship, and he-was happy.

Exercise 29.

Read, copy, and transcribe.



LESSON 7.

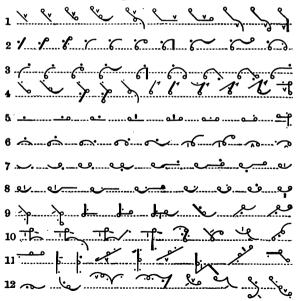
CIRCLE S AND Z.

- 32. The sounds of s and z are two of the most frequently occurring sounds in the language, and it is, therefore, necessary that they should be provided with very easily written signs. The student has learned that the sign) expresses z. These sounds, however, are also represented by a small circle, which is easily written and at the same time joins readily with the various stroke consonants.
- 34. When the circle occurs between two straight strokes forming an angle, it is written outside the angle; thus bsch, tep, jsp, kep, kep, ker, rsk.
- 35. When joined to curved letters, the circle is written inside the curve; and when it occurs between two curves it is usually written inside the first curve; thus \(\sigma_s f, \) ss, \(\sigma_s ss, \) ssh, \(\sigma_s ssh, \) ssh, \(\sigma_s ssh, \) ssh, \(\sigma_s ssh, \) ssh.

36. The circle s is always read first at the beginning of a word, and last at the end of a word; thus _____ eat, ____ seats; ____ tow, ____ stow, ____ stows; _____ eke, ____ seek, ____ b seeks; ____ oar, ____ soar, ____ soars; ____ suppose, ____ cities, ____ series.

Exercise 80.

Read, copy, and transcribe.



×.

Exercise 81.

Write in Shorthand.

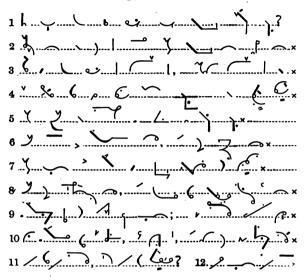
- 1. Soap, soups, stew, side, such, spares, spokes.
- 2. Seeds, schemes, spoils, skips, scoop, speed.
- 3. Safes, south, slow, solo, soon, smokes, mice.
- 4. Smith, snaps, sold, snares, smacks, solids.
- 5. Sky, scares, spades, signs, designs, dies.
- 6. Face, voice, revise, canvas, bonus, police.
- 7. Atlas, tusk, risks, bestows, rasps, gossip.
- 8. Chosen, visits, masks, resumes, desires, pacifies.
- 9. Tuesday, Wednesday, deceit, tacit, nonsense.
- 10. Sykes, stay, sums, sinews, maxims, abuse.
- 89. The word the, which is represented by a light dot on the line, is also expressed by a light, slanting tick, joined to the preceding character, and written either upward or downward, in the direction which will give the sharper angle; thus \(\sigma \) of the, \(> \tau \) the, \(\sigma \) and the, \(\sigma \) should the, \(\sigma \) I think the, \(\sigma \) it is the, \(\sigma \) is the, \(\sigma \) as the or has the. The first stroke of \(\sigma \) on the must be written slanting, in order that it may not clash with \(\sigma \) I. The tick the can never be used at the beginning of a word or sentence.

GRAMMALOGS.

as or has, o is or his, because, itself, those, this, character or thus, myself, himself, me or my, him or may, are, our or hour, we.

Exercise 82.

Read, copy, and transcribe.



Exercise 88.

Write in Shorthand.

Sir:

Those silks you spoke of came to-this office to-day, and-I-shall thus be ready to show them to-my customer on-Wednesday. He-comes himself to see me, because he-has to pass my office on-his way to-the depot. He-is a large buyer. I-myself had business dealings with him a long time ago. The silk itself is all-right; the designs are nice; and so I hope to-do a big business with our new shades.

Yours,

Exercise 84.

Read, copy, and transcribe.



Exercise 35.

Write in Shorthand.

Sirs:

We-have yours of-May 4, advising us of-the despatch ofthe six dozen parasols, and-we hope to-receive these soon. Our customers are showing some annoyance at-the delay, and-we fear we-are losing business. If-you-are-now ready with-the new season's designs of ladies' capes and costumes, we should like to see them

Yours.

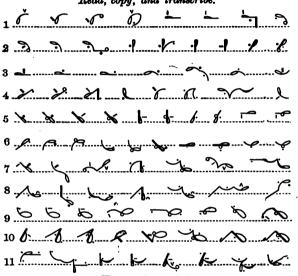
LESSON 8.

LOOPS ST AND STR.

- 40. A small loop, half the length of the stroke to which it is attached, represents st; thus _____ ache, ____ stake, ____ stale, ____ store, ____ store. When written at the beginning of a stroke the loop represents st only; but when written at the end of a stroke it represents either st or zd; thus _____ coast, ____ accused, ____ mist, ____ amused. The loop may also be used medially, when convenient; thus _____ justify, ____ toasting, ____ suggesting.
- 41. A large loop, two-thirds the length of the stroke to which it is attached, represents str; thus poster, luster. The str (ster) loop must not be written at the beginning of a word; but it may be employed medially, as in masterpiece. The circle s may be added to the loops, thus coasts, posters, lusters.
- 42. The loops st (stee) and str (ster) follow the same rule of writing as the circle s; that is, they are written with a backward motion (in the opposite direction to that taken by the hands of a clock) when attached to straight letters, and inside curves. The loops also follow the same rule of reading as the circle s; so that the loop st is always read first at the beginning of a word, and last at the end of a word; while the loop str (which is never used initially) is always read last at the end of a word.
- 43. The phrase of the may be indicated by writing the two words which it connects close to each other; thus state of the case, list of the cargo, cost of the books. In the following type exercises, where it is desirable to indicate of the in this way the words are enclosed in brackets; thus, (of the).

44. The vowel aw may be joined initially to upward l as ___ awl, ___ also; and the logogram ___ aw (all) may be joined in compound words like ___ almost, ___ already, __ all-wise.

Exercise 36. Read, copy, and transcribe.



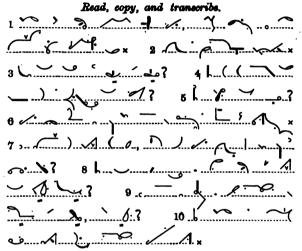
Exercise 37. Write in Shorthand.

- 1. Rusts, mast, mist, paced, raced, faced, best.
- 2. Stab, steal, sting, stop, stoop, star, stark, stale.
- 3. Stung, stinging, stoves, steer, west, waste, wastes
- 4. Past, pests, tossed, 'ests, fused, sneezed.
- 5. Voiced, rejoiced, am seed, August, spaced.
- 6. Reposed, dismissed, fastest, advised, revised.
- 7. Chester, Manchester, musters, ministers.
- 8. Tasters, coasters, feasters, Bagster, Dexter.

GRAMMALOGS.

o first, __ most, _ must, __ influence, __ influenced, _ next, __ in or any, _ no or know,

Exercise 88.



Exercise 89.

Write in Shorthand.

Sir: The names (of the) vessels are-the Star and-the Chester. The Chester sails west on-Wednesday next, the first of July, and-is most likely to-reach Rochester by-the next day. She stops at almost all-the coast cities on-the route. If-you-will-be influenced by our advice, you-will book a passage by-this vessel to-day. You-must own you have-no-time to-waste if-you-are to be in-time to influence Webster and Staveley. The last (of the) bales was invoiced to-day. The rest (of the) business can-be discussed when you-come to-the office. Yours,

LESSON 9.

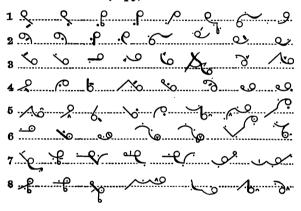
CIRCLES SW AND SS.

- 45. A large circle at the beginning of a stroke represents sw, as _____ sweep, ____ swim, ____ switch; and a large circle at the end of a stroke represents the light or heavy sound of ss, as _____ paces, ____ raises, ____ faces, _____ causes.
- 46. The circles sw (sway) and ss (ses) are written in the same direction as the circle s. The sway circle can be written only at the beginning of a word, as _____ sweet; but the ses circle may be written in the middle or at the end of a word; thus _____ necessity, _____ nieces, _____ excessive, _____ n. cases.
- 47. When a vowel other than short & occurs between the consonants represented by the large medial or final circle, the vowel sign may be placed within the circle; thus insist, exercise, exercises, occurs between the consonants represented by the large medial or final circle; thus circle; thus consonants exercises, exercises, occurs between the consonants represented by the large medial or final circle; thus consonants represented by the large medial or final circle; thus consonants represented by the large medial or final circle; thus consonants represented by the large medial or final circle, the vowel sign may be placed within the circle; thus consonants represented by the large medial or final circle, the vowel sign may be placed within the circle; thus consonants represented by the large medial or final circle, the vowel sign may be placed within the circle; thus consonants represented by the large medial or final circle, the vowel sign may be placed within the circle; thus consonants represented by the large medial or final circle.
- 48. (a) The sw circle is employed in phrasing to express the words as we; thus Q as we have, Q as we think, Q as we can. It is also used in the phrase 6 as well as.
- (c) The circle s may be used instead of the st loop in phrases like it must be, you must receive, where time, we have time.

49. To avoid an awkward outline the upward is written, whether there is a final vowel or not, when r follows a straight upstroke, or when it follows a curve and circle like or ; thus were, weary officer, wiscera, answer, on necessary.

Exercise 40.

Read, copy, and transcribe,



Exercise 41.

Write in Shorthand.

- It-is-said the ship Swallow is to-sail on Tuesday; but-this-is wrong as-we-know she-is still in ballast.
- As-we-have-said, she-is the swiftest, as-well-as-the biggest, steamer they own.
- As-we-can easily ship all-the cases to-morrow, youmust-be ready to-mail all-the invoices.
- You-must emphasize the necessity (of the) case, and see to-the boxes being ready in-time.

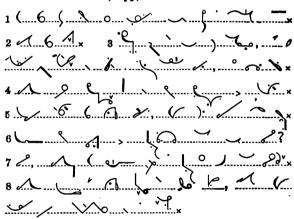
- It-is-said he refuses to-give us-the allowances on-the pieces of silk.
- If-he chooses to-resist us, what-can-they do with-the pieces?
- They-may insist on refusing-the laces because (of the)
 excessive charges, and may ask us to exchange them,
 as-soon-as-they know-the cost.
- 8. You-must-receive a check, same as last-time.

GRANMALOGS.

as is, 0 is as, 6 this is or themselves, 0 our selves, specially, 2 speak, eseveral, yes, bouse.

Exercise 42.

Read, copy, and transcribe.



Exercise 48.

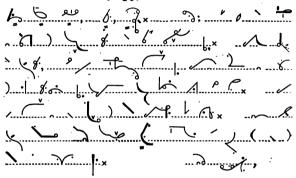
Write in Shorthand.

1. Do-you know if-they themselves have sold-the switch to-the new firm, as-is said to be-the case?

- Yes, we-have ourselves seen several (of the) switches in use, and-we-have special reasons to-suppose the fact to be as you state.
- 3. We-are specially desirous of-having-the new Benson steel tubes put to a test, and-we-think Benson's themselves should see-the test, so they-may see-the fact is-as we say it-is.
- I-will speak to-the head (of the) firm, and suggest a test the next-time I-am-in-the-city.

Exercise 44.

Read, copy, and transcribe.



Exercise 45.

Write in Shorthand.

Swan & Lester,

Kansas City, Mo.

Sirs:

We-have a special sale of essences and sweet syrups to-day, as-it-is necessary to dispose of-some of-our stock. As-we-know just what you use, we-can, if-you-like, select a dozen cases and set them aside, and you-can take same as-soon-as you-are ready. How-many shall we set aside, or shall we ship you a dozen specially nice cases?

Yours sincerely,

LESSON 10.

VOWEL INDICATION.

| 50. A vowel cannot be read before an initial circle o |
|---|
| loop (see paragraphs 36, 42, 46). It follows, therefore |
| that when a word begins or ends with a vowel, a strok |
| consonant must be employed, and not a circle or loop |
| thus ask, assail, asleep, rosy |
| daisy, dusty, honesty. Compare thes |
| words with sack, sail, sleep 2 rose |
| 6. days, L. dust, honest. |

51. A vowel cannot be shown between the letters expressed by a loop. The separate letters, therefore, and not a loop, must be written in such words as peset, tacit, reside, pasture, visitor. Compare these words with best, taste, raised, pastor, investor.

52. The stroke s is written at the beginning of a word when s and a vowel form a syllable and are followed by another vowel, or by s or z; thus be science, Siam, sawing, sawing, sawing, seizure.

53. The stroke s is written at the end of a word when s is preceded by two vowel signs in different positions; as _____ tortuous, _____ joyous.

54. The stroke s is retained in compound words like

saw-mill, _____saw-dust, _____sea-beach, ______ seagull.

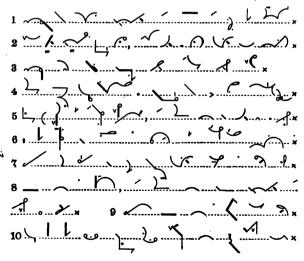
55. It will be seen from the foregoing rules, and from the rules for writing E (paragraph 15), that the outline

dusty ...

of a word frequently indicates the presence or absence of a vowel, and that, therefore, the writer may safely omit an initial or final vowel in very many words. Thus, he need not insert the initial vowel in words like _____ ask, ____ assume, ____ arise, because the outline in each case indicates a preceding vowel. Nor need he insert the final vowel in such words as ____ rusty, _____ policy, _____ carry, ____ summary, because the outline indicates a final vowel in such words.

56. An unaccented short vowel, in the middle of a word, may usually be omitted; thus absence, business, customer, resign, de laying, balanced, disposal.

Exercise 46. Read, copy, and transcribe.



Exercise 47.

Write in Shorthand.

Sir:

When can you ship us-the acid we bought last-month? You said we should-have-it by-the following Wednesday at-the latest. We-are as busy as-we-can-be just-now, and-the delay is causing much annoyance to-our customers, as-well-as loss to-ourselves. Are you uneasy as-to-the bill? If so, we-can mail you check on receipt (of the) invoice. We rely on-you to ship the stuff by an early steamer, and-we assume you-will write us to-morrow. Yours,

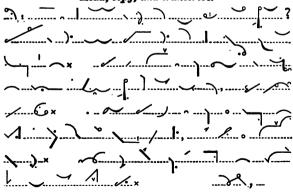
GRAMMALOGS AND CONTRACTIONS.

language or owing, thing, young, anything, nothing, something, or, your, year, New York.

PHRASEOGRAMS.

may as well, yours respectfully, respectfully yours.

Exercise 48. Read, copy, and transcribe.



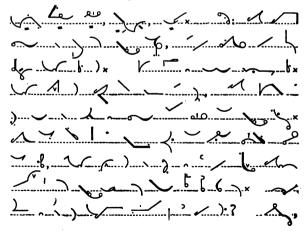
Exercise 49.

Write in Shorthand.

- I-am-sorry I-can-do nothing to assist the Society just-now.
- You-may-as-well take up-the language now as next year.
- 8. If-you-are to-make anything of-yourself, you-will-have to-do-something this year.
- 4. Have-you seen-the new house which Robson has bought by the beach?
- I-think-it-was an unwise thing to buy so large a house just-now.
- 6. What does young Jackson say?
- 7. Does he think-it-was a wise thing to-do?
- 8. We-are-sorry to see Jackson is to-leave-the city next year.

Exercise 50.

Read, copy, and transcribe.



COURSE IN ISAAC PITMAN SHORTHAND.

Exercise 51.

Write in Shorthand.

Spencer & Reed,

New York, N. Y.

Sirs:

48

Each season in-the past six years we-have bought your books of science and-have-had to pay excessive rates on-same. We emphasize this fact because if we-are to-make a success of-our business we-must sell the books at low rates. Can you suggest how we-may get-the charges reduced, or can you in-any-way assist us in reducing-the cost (of the) books?

Yours-respectfully,

Exercise 52.

Write in Shorthand,

Massey & Doyle,

Worcester, Mass.

Sirs:

We-have-yours (of the) 20th, and you-may-rely on our mailing you-the policy on-Saturday next. We-have-seen-the assessor to-day and-have induced him to-sign-the necessary forms. We-are-sorry to-have-had such a delay in-this-case, but-we-have-had to-move cautiously so-as-to insure success.

Yours-respectfully,

LESSON 11.

REVIEW.

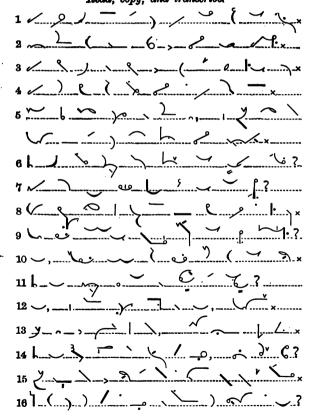
- 57. The following is a brief review of the rules given in the last four lessons:
 - (a) The circle s is written backward to a straight letter, inside a curve, and outside of an angle.
 - (b) The loops st and str, and the circles sw and ss follow the same rule of writing as the circle s.
 - (c) A circle or loop is always read first at the beginning of a word, and last at the end.
 - (d) A stroke consonant must be written when a word begins or ends with a sounded vowel.
 - (e) The stroke is written in the same direction as the circle and curve which it precedes or follows.
 - (f) The phrase of the may be indicated by writing the two words which it connects close together. The word the may be joined to a preceding word by means of a light tick.

 - (h) Upward R is written in words like _____ roar, ____ aware, ____ sincere, in order to avoid an awkward angle.
 - (i) The stroke s is the first sign to be written in words commencing with s-vowel-s, and it is the last sign to be written in words ending with u-ous; as _____ saucer, ____ assiduous.
 - (j) The initial or final vowel may be indicated by the outline in such words as _____ argue, ___ arrive,

acid, ____ misty, ____ jury, ____ salary.

(k) An unaccented short vowel in the middle of a word may usually be omitted.

Exercise 53. Read, copy, and transcribe.



Exercise 54.

Write in Shorthand.

- 1. It ought-to be our wish to-do all-we-can to assist them.
- 2. Oh! yes, they-may all come to see us, if-they wish.
- I-shall ask him to-speak to-them, and give them a special lesson when-they come.
- 4. Those-who know-the best, say it-is an easy language.
- I-myself have a much different view to-this, and-I-must own it-was beyond-me to-master it.
- 6. I-shall-be happy to see each youth take a different lesson, and-we-shall-see which does-the best.
- 7. We had almost to force him to use his influence in the case, and I fear it is of no use now.
- I-must ask them to-go to-the city themselves and see to-it.
- 9. Can-we-do nothing to assist the youth ?
- 10. I-shall-be happy to-do anything you think best.
- 11. I-must-say I-think-we ought to-do-something.
- 12. I-am-sorry to say you-may-as-well give it up.
- If-his cousin is to-come also, as-is supposed, I-shall-be-most happy.
- 14. We-are-sorry to know you-are to-leave New York.
- 15. We-shall-have to-go ourselves and see-the thing.
- 16. What-do-you think-they-will-do when-they see we-had to-take a special car?
- 17. I-think-they-will stay away, because (of the) cost.
- 18. Do-you know-the name (of the) vessel in-the dock?

LESSON 12.

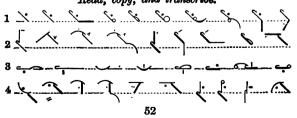
INITIAL HOOKS TO STRAIGHT STROKES.

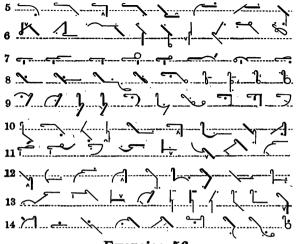
59. A small initial hook, written in the same direction as that taken by the hands of a clock, adds r to the same consonants, thus

60. These double consonants are named pel (as in people), per (as in taper), etc., to distinguish them from outlines formed by the separate letters, as (pee-el), (pee-er). Vowels are placed and read to these double consonants just as they are to single consonants; thus ______ couple, _____ coupler, _____ apply, _____ press, _____ impressing.

Exercise 55.

Read, copy, and transcribe.





Exercise 56.

GRAMMALOGS.

___ apply, \[
able, \quad belief or believe-d, \quad at all, \quad tell, \quad tell, \quad tell, \quad deliver-ed-y. \]

Write in Shorthand.

- If-you-will apply to Major Gray he-may-be-able to--tell-you.
- It-is believed the Major may-be away till-the first of--April.
- 3. We hope to be-able to-deliver-the cases to-morrow.
- 4. We-do our best at-all costs to-make delivery when promised.
- 5 Have-you delivered-the blue and black cloth to Briggs and Baker?
- 6 Tell-the auditor to-take-the ledger and see what Peters owes.
- 7. What-is-the least price at-which-you-can deliver your brass paste in glass bottles?

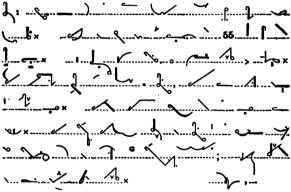
 We-are mailing you samples of cream lace to-day, and-we-regret we-were-unable to-do-so till now. Webelieve you-can-do no better at-the-prices.

GRAMMALOGS AND PHRASEOGRAMS.

dollar-s, __call, _ equal-ly, _1 doctor, 1 dear, __during, 1 Dear Sir, Yours truly.

Exercise 57.

Read, copy, and transcribe.



Exercise 58.

Write in Shorthand.

Samuel Brooks,

Troy, N. Y.

Dear-Sir:

May I bring to-your notice the enclosed price-list and samples (of the) fabrics you saw during your call last Wednesday? I-am-able to-deliver these in blue, black, or gray, in a couple of-days. The fabrics are all equally durable, and-they-have no equals at-the-prices. I also enclose a notice of-my usual April sale, and shall-be-pleased to-have-you call and look at-my stock.

Yours-truly,

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LESSON 13.

INITIAL HOOKS TO CURVES.

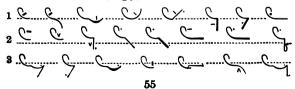
61. A large initial hook adds l to any curved consonant except (l, r, s), (l, l), (l, l)

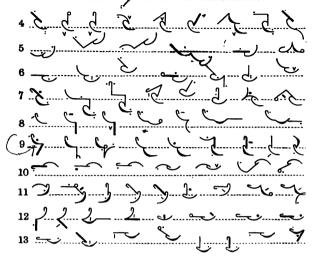
62. A small initial hook adds r to any curved consonant except (l, r,) s,) z; thus

fr or the the she zhe me ne

Exercise 59.

Read, copy, and transcribe.





GRAMMALOGS AND CONTRACTIONS.

for, __ over, __ ever-y, __ evil, (other, __ more or remark-ed, \ remarkable-y, \cap mere or Mr. __ nor, \cup near.

Exercise 60.

Write in Shorthand.

- The remarkable affray is over, and every wise thinker is pleased.
- As Mr. Frank Fletcher remarked, the effects of an evil measure may last for-ever.
- We saw Mr. Tinker, the banker, in Yonkers on-Friday last.
- 4. He-was near-the flower stall in Fourth Avenue; but-we-have-seen nothing of-him since, nor-have-we-had any business in-the bank.

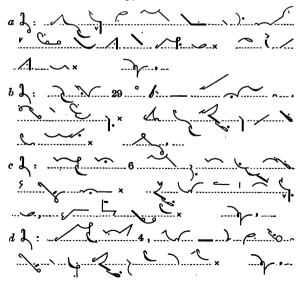
- 5. We-know no-more.
- No, we-had no other talk with Mr. Tinker, beyond a mere remark on-the state of business.
- The banker was remarkably nervous, it-is-said, but brimful of energy, hopeful, and ready, you would think, to conquer any trouble or adversity.
- Oh, yes; he-was a total abstainer, and drinkers were simply offensive to-him.

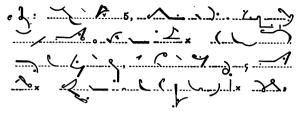
PHRASEOGRAMS.

your favor, I am in receipt of your favor, in reply, in reply to your favor.

Exercise 61.

Read, copy, and transcribe.





Exercise 62. Write in Shorthand.

(a) Dear-Sir:

Your-favor of-May 4th has just come to us, and-in-reply we-beg to say the tank you sold us last April does all-you claim and-more. We-think-it remarkably cheap, nor do we-think-it likely we-shall use any other.

Yours-truly,

(b) Dear-Sirs:

I-am-in-receipt-oj-your-favor of July 27th, and-in-reply beg to enclose samples of Zephyrs as near as I-can get to-your shade. Trusting these may suit you,

Yours-respectfully,

(c) Dear-Sir:

We-have-your-favor (of the) 10th, and regret-the trouble caused you by-the error of-our entry clerk. Please charge us with-the overcharge on-the forty pieces.

Respectfully-yours.

(d) Afraid, fraud, author, freed, differ, inner. Owner, honor, banner, fisher, primer, aimer. Bunker, anger, shrewd, shroud, shrank, shrub. Flash, flavor, flax, flask, flurried, flank. Bushel, muffle, grapnel, approval, shrivel. Flipper, reproval, flaming, flare, fluke. Tanner, dinner, joiner, liner, fragile, freekles. Driver, drover, shovel, thinner, vainer, froth.

LESSON 14.

INITIAL HOOKS TO CURVES (Concluded).

64. The curves r and s, not being hooked for l or r (see paragraphs 61 and 62), are hooked to provide extra forms for s and s, and s are hooked to provide extra forms for s and s and s are hooked to provide extra forms for s and s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s are hooked to provide extra forms for s and s and s are hooked to provide extra forms for s and s are hooked to provid

fl vl fr vr th l th t th r th r.

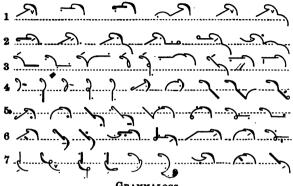
The initial hook to (l) is explained in a later lesson.

- 65. The right curves

) must not be used at the beginning of a word. As a rule, they are most conveniently written after a horizontal or a straight upstroke; thus scuffle, cavalry, inflame, revelry; but the left curves are better after m; as muffle, removal.
- 66. (a) The left curves \(\begin{aligned} \text{etc., are used when they stand alone and are preceded by a vowel; as \(\begin{aligned} \text{offer, \quad author.} \end{author.} \end{aligned}
- (b) The right curves \(\) are used when they stand alone and are not preceded by a vowel; as \(\) fry, \(\) three.
- (c) When joined to another stroke consonant, the form is used which gives the better joining. As a rule, it will be found that a right curve joins best to a stroke which is written towards the right, while a left curve joins best to a stroke which is written towards the left; thus frame, mover, frill, river; but average, fragile, Jefferson.

Exercise 68.

Read, copy, and transcribe.



GRAMMALOGS.

from, very, however, their, there or they are, through, therefore, principle, principally, liberty, member or remembered numbered.

Exercise 64.

Write in Shorthand.

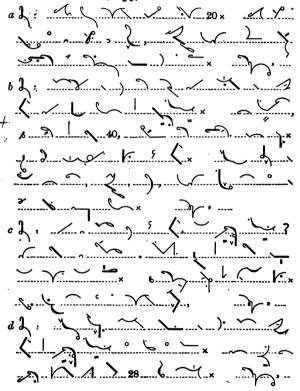
- 1. It-was, however, through their principal member the firm was able to secure the business in leather.
- They-are likely to-succeed.
- 3. It is very true, but it-seems almost incredible there-should-be such a large-number of-members in-the club.
- 4. I-shall-be at liberty to-morrow from five o'clock to six, and-I-shall, therefore, be-pleased to see-you if-you-can give me a call at-my house.
- 5. I-remember-the cases, and-they-were numbered 25 to 40.
- I-have-seen-the packer, too, and he remembered-the numbers easily.
- He agrees with me, and you-may, therefore, take-the numbers as right.
- 8. They-are very easily remembered.

PHRASEOGRAMS.

Very truly yours, \(\square \) early reply, \(\square \) your reply, \(\square I \) am very sorry, \(\square I \) shall be pleased.

Exercise 65.

Read, copy, and transcribe.



Exercise 66.

- 1. Novel, snivel, hovel, ruffles, influx, snowflake.
- 2. Phrase, phrases, phrased, paraphrase, freeze.
- 3. Thrice, thrusts, tethers, gathers, throngs, wafer.
- 4. Bather, bother, Arthur, clever, cleverly, cleverness.
- 5. Reefer, briefer, belfry, craver, rover, Bethel.
- 6. Lethal, breather, recover, cleaver, clover.
- 7. Go right through-the principal avenue, and you-will-see Mr. Parker's house by-the side (of the) river.
- Follow the principles of-liberty through life, and you-will-be a true citizen and a worthy member of society.
- 9. Look your trouble bravely in-the face, and you-will very-likely discover a way to conquer it, however severe it-may-seem at-the first.
- 10. Remember, he who wavers in-his resolve is already half lost. Your aim is to-succeed in-your lessons. Therefore, be very firm, and go through-the exercises set for-you as-well-as you-can. They-are specially devised for-you.
- 11. Do-you remember-the number of Mr. Frederick's room at-the Waverley Hotel?
- 12. I-know-the price was \$5.
- 18. The frivolous clerk was-much flurried on-the arrival of-his employer. He should remember there is a time for everything, and-it-is wrong to trifle during business hours.

LESSON 15.

CIRCLES AND LOOPS PREFIXED TO

67 The circle s is prefixed to hooked curves and to straight consonants hooked for l, by writing the circle inside the hook; thus cipher, decipher, decipher, dulcimer, signer, designer, designer, expected, sable, disable, settle, pedestal, sickle, bicycle.

68. The circles s and sw and the loop st are prefixed to straight consonants hooked for r, by writing the circle or loop on the same side as the hook, so that the circle or loop may be supposed to include the hook; thus upper, supper, sweeper, steeper, steeper, stouter, destroy, de

69. When a circle and hook occur medially at an angle, both circle and hook must be shown; thus pastry, clasper, extra, mistrust, lustrous, reciter, listener. When or or follows t or d, it is written thus: Tasker, tusker, disgrace.

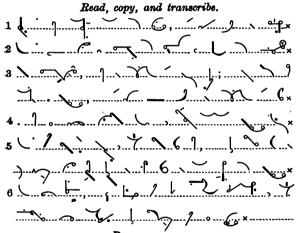
Exercise 67.
Read, copy, and transcribe.





¶ strength, 1 truth, ⊥ true, 1 chair, ⊥ cheer, Llarger, — care, ⊥ sure, I pleasure, ∞ surprise.

Exercise 68.



PHRASEOGRAMS.

I can assure you, I regret, I ams

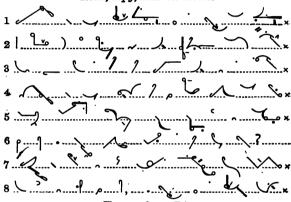
Exercise 69. Write in Shorthand.

(a) Dear-Sir: We-are-sorry to-trouble-you, but if-you-can possibly deliver our cycles this month, we-shall take-it as a favor. We should also be-pleased to see samples (of the) new saddles. Very-truly-yours.

(b) Dear-Sir: In-reply-to-your-favor (of the) 14th, your eycles shall-be-delivered as early next month as I-can possibly get them out. I-regret I-am-unable to-deliver sooner, and I-can-assure-you it-would-be a pleasure to oblige-you if-possible. I-am-surprised to know you have still to see-the new saddles, and-I-am mailing you half a dozen samples to-day. Yours-respectfully,

Exercise 70.

Read, copy, and transcribe.



Exercise 71.

- 1. Noticeable, stater, stager, stitcher, stutter.
- 2. Passable, classical, blissful, displace, rasper.
- 3. Deceiver, expresses, satchel, suckle, supplies.
- 4. Safer, sever, sufferance, upspring, supersede.
- 5. Scribe, suitor, streak, spruce, straw, strays.
- Sadder, supreme, string, scraper, strainer.
 We-are-sorry to-have to destroy the claim.
- 8. I-am-surprised you-should suppress it.
- 9. I-can-assure-you I-have seldom seen him.
- 10. I-regret to see so strong a case on-the other-side.
- 11. It-may-be a struggle, but-we-shall scramble through.
- 12. I-am-sure you would-do nothing dishonorable.

LESSON 16.

N AND F HOOKS.

70. A small final hook, written in the same direction as that taken by the hands of a clock, adds n to any straight consonant; thus __pain, ___tone, __:_chain, ___coin. __c. run, __won, __hen.

71. A small final hook, written in the opposite direction to that taken by the hands of a clock, adds f or e to any straight consonant; thus ______ pave, _____ tough, ____ tough, ____ wove, ____ heave.

72. A small final hook, written inside the curve, adds n to any curved consonant; thus fain, soven, thin, thine, sassign, soven, cocan, mine, hoove, hoove, loan, earn.

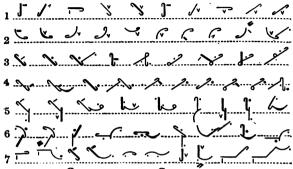
78. The n and f hooks may be employed medially when they join easily with the following stroke; thus punish, training, coining, runner, paving, deafness, chafing, refer.

74. A hook at the end of a word is always read last; so that when a word ends with a sounded vowe, a stroke consonant must be written; thus ______ pony, _____ deny, _____ honey, _____ puffy, _____ coffee, ______ funny, _____ shiny, _____ money. The student should refer again to paragraph 55, when he will see that what is there said with regard to vowel indication applies to the present paragraph also.

75. Final r, when hooked, is generally written upward, as born, turn, adjourn, corn. turf, scarf.

Exercise 72.

Read, copy, and transcribe.

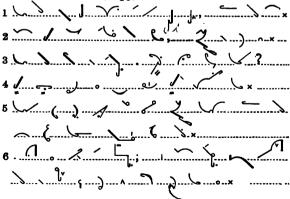


GRAMMALOGS AND CONTRACTIONS.

______ happen, \ upon, \ been, \ done, _____ down, \ J generally, _____ often, \ Phonography, \ phonographer, ___ phonographic, ____ within.

Exercise 78.

Read, copy, and transcribe.



Write in Shorthand. (a) Mr. David Green, Lincoln Hotel, Brooklyn, N. Y.

Dear-Sir: Referring-to-yours (of the) 24th June, we-are-pleased with-the proof of-your activity, and-trust your Brooklyn visit may turn out even more profitable than you imagine. We-are mailing you to-day the sample of linen napkin for-which-you ask. We-enclose-herewith a small length of fancy satin ribbon, which-you-will-please add to-your-other samples. We should like you to-make a special call upon Thornley & Craven. We-have-done nothing with-them since you were down there last-year, and-we happen to

know their general business is remarkably brisk just-now.

Yours-truly,

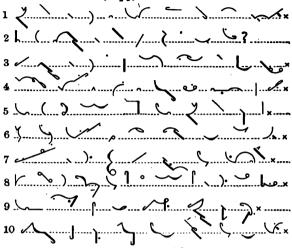
(b) Mr. Henry Canning, Orange, N. J.

Dear-Sir: We-have-your-favor (of the) 11th, and-in-reply we-have-the-pleasure to enclose-herewith price-list of-our new "Milton Flyer" sewing machine, a machine which-is far in advance of any make we-have-ever sold. The cheap machine to-which-you-refer is a foreign one, which-we decline to-keep in stock. We prefer to offer nothing but-the best-class. Our local agent is very often near your-place, and-we-shall ask him to-call-upon you and explain more fully all-we claim for-the "Milton Flyer."

Respectfully-yours,

Exercise 75.

Read, copy, and transcribe.



Exercise 76.

- 1. Wooden, maintain, bacon, taken, spoken, restrain.
- 2. Abandon, banish, opening, winner, millinery.
- 3. Cuff, buff, dove, chief, rave, calf, serf.
 - 4. Striving, driving, provoke, defeat, davit.
 - 5. Balloon, Japan, flown, kitchen, coffin, disdain.
 - 6. Syphon, saloon, none, spurn, marine, churn.
 - 7. If-you-labor beyond-your strength you-will-have to see-the doctor.
 - 8. Ask your cousin Fanny to favor us with a song.
 - I-am-sure you-will like Phonography when you begin to-learn it.
- 10. Would you care to-take-the-chair at-the gathering?
- 11. I-think-the General was within his rights.
- 12. We often go down to see Dr. Sutton at-the beach

LESSON 17.

CIRCLES AND LOOPS ADDED TO FINAL HOOKS.

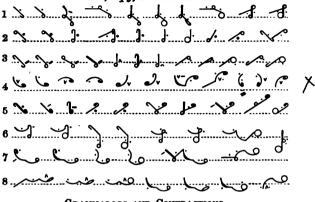
77. The circle s is added to the hook f, and to the hook n when attached to curved consonants by writing the circle inside the hook; thus _____ paves, ____ doves, ____ cliffs, ____ serves, ____ fines, ____ frowns, ____ moans, ____ loans.

78. The sign one is used to represent the light sound of ne after a curved consonant; thus fence, fence, romance. Compare these outlines with the following: fane, vane, weans. This rule, however, does not apply to his, when joined to another consonant, the sign being used in such cases to represent either the light or heavy sounds of the letters; thus lance, but lancer, balance, silence, excellence, maligns, felons.

79. Since the large circle ss, and the loops st and str, cannot be written inside the small hooks n and f, it follows that the stroke n must be employed in such words as ______ fences, _____ fenced. _____ minister, etc., where nsez, nst, or nstr, follows a curved consonant.

Exercise 77.

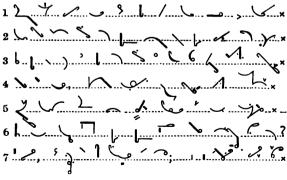
Read, copy, and transcribe,

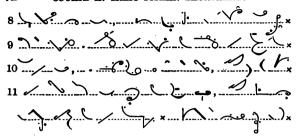


GRAMMALOGS AND CONTRACTIONS.

approve, \ above, \ out of, \ advantage, \ difficult, \ difficulty, \ which have, \ one, \ opinion, \ altogether, \ Exercise 78.

Read, copy, and transcribe.





PHRASEOGRAMS.

at once, of first class, for the first time, from first to last, in the first place.

Exercise 79.

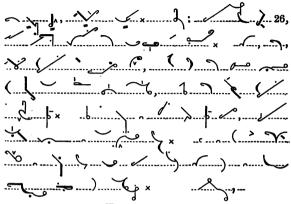
Write in Shorthand.

- (a) Mr. Graves has, from-first-to-last, given preference to-the new scheme of insurance for private residences. It is a first-class office, and, if-you approve, he-says it-would-be an advantage for-you to-take-out a policy now. There-is-nothing difficult to arrange, and you-will-have-no-difficulty in obtaining references, should you desire them.
- (b) It-is, above all necessary to-exercise vigilance in-the avoidance of risk in-this insurance business, and-with all deference to Mr. Graves, I disagree with-his opinion. In-the-first-place, he-is wrong in placing all-his risks in-one office; and, then, for-the-first-time during-the years I-have-known him, he-has, in-this-instance, dispensed with-the care he usually displays. I-think he-is altogether wrong.
- (c) It remains to be-seen how the lancer behaves with the reserves. If he swerves from the right, he will-have to put up with the rebuffs of his fellows. He deserves success, and if he observes what I have advised him, and proves his bravery, he will soon win it.
- (d) The substance (of the) charge against the youth was gone into, and-it-was shown he-was merely guilty of imprudence. Up to-the spring, he had borne a first-class name. We-were together at-the review.

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Exercise 80.

Read, copy, and transcribe.



Exercise 81.

Write in Shorthand.

- 1. Bounce, bounced, bounces, trounce, trounced, trounces.
- 2. Bronze, bronzed, bronzes, prance, pranced, prances.
- 3. Hence, clowns, cleansed, cleanses, distance, distances.
- 4. Alliance, flounced, flounces, affianced, silenced.
- 5. Cleaves, grooves, starves, motives, sheriffs, tariffs.
- 6. Thrones, zones, lens, refrains, shuns, veins, nouns.
- Mr. James Burns,

Dover, Del.

Dear-Sir:

We ask your acceptance and perusal (of the) enclosed price-list of first-class wines from American grapes, which-we-are-now ready to offer our patrons at-prices far below those usually paid for foreign wines. Our customers have our assurance as-to-the purity, flavor, and general excellence of-these wines, and-they-may place the utmost reliance on our guarantee. It-has-been our aim from-first-to-last, to-maintain a name for wines (of the) finest flavor, and-we-believe we-have-done this. May-we deliver-you a sample case?

Yours-respectfully,

LESSON 18.

REVIEW.

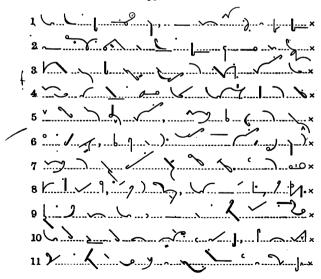
- 80. The last six lessons may be summarized as follows:
- (b) The hooks r and n, when attached to straight letters, are written in the same direction as that taken by the hands of a clock; as ______ brain, _______ crown.
- (c) The hook l, when attached to a curved consonant, is a large initial hook; as _____ fly, ____ evil.
- (d) The hooks r and n, when attached to a curved consonant, are small hooks; asfrown,
- (e) The sign represents the sounds ng-kr, or ng-gr; as banker, finger.
- (f) When standing alone, the left curves

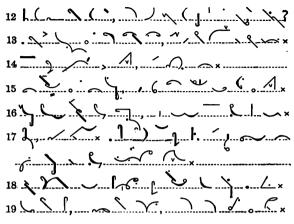
 (are used if a vowel precedes, and the right curves) if a vowel does not precede; as ______ offer, _____ author, _____ fray, _____ throw.
- (g) As a rule, the right curves \ etc., are joined to strokes written towards the right, while the left curves \ etc., are joined to strokes written towards the left; as wafer, waver, waver, are Jeffrey, average.

- (h) The circle s is prefixed or affixed to hooked curves and to straight letters hooked for l or f, by writing the circle inside the hook; thus ____ suffer, ____ moans, ____ supply, ____ griefs.
- (i) A circle or loop is prefixed or affixed to a straight letter hooked for r or n, by writing the circle or loop on the same side as the hook; thus ______ strains, _____ stoker, _____ dance, _____ dances.
- (j) A final hook, like a final circle or loop, is always read last; thus _____ brawn, but _____ brawny; _____ brave, but _____ brave.

Exercise 82.

Read, copy, and transcribe.





Exercise 83.

- 1. Shall you be in New York this year or next?
- 2. Has your young brother done anything with-the French language?
- How-much is owing on-the things you bought from Cliffs?
- 4. Do-you know anything at-all (of the) remarkable Mr. Vance?
- 5. Do-you think Mr. France can be influenced in-his-favor?
- 6. I-am almost sure your Mr. Bright is a mere fraud.
- I-think-it-is most-likely I-shall-be down on-the first of June.
- Our picnic takes place as usual on-the first of next month.
- 9. Do-you think-you-are likely to-come?
- I-shall call and see-you myself when-the time comes near.

- 11. Oh, yes, we-shall provide the music ourselves, as-is usual.
- 12. I-saw-the truck at-the door half an hour ago.
- 13. We-have-your-favor of August 10th, and-we-thank-vou for-your early-reply.

14. Dear-Sir:

Please favor us with a copy of-your latest list of books suitable for prizes, and oblige.

Yours-truly.

15. Dear-Sir:

1-3-12

I-am-in-receipt-of-your-favor of Wednesday, and--in-reply beg to enclose-herewith copy of-our list of new books.

Respectfully-yours,

16. Dear-Sirs:

In-reply-to-your-favor of-March 30th, I-regret very-much the delay in-the delivery of-your candies and preserves. I-have-had a breakdown in-the machinery, and hence the delay. I-trust you-will--favor me with your indulgence for a few-days more. Yours-respectfully,

17. Dear-Sir:

I-have-yours (of the) 16th, and-I-shall-see to-the dispatch (of the) books in-time for-your purpose. I-am-pleased to know you have-had a busy season.

Yours-truly.

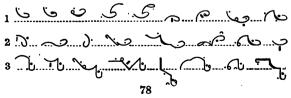
LESSON 19.

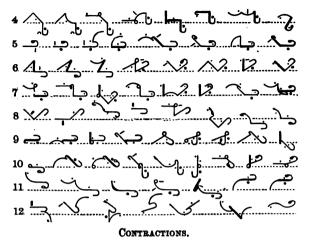
-TION HOOK.

- 81. A large final hook expresses the light or heavy sound of -tion (shon), however spelled. The -tion hook is written:
- (a) Inside curves; thus ____ fashion, ____ invasion, ____ nation.
- (b) On the right side of simple (that is not hooked or circled) t, d, or j; thus D rotation, dictation, dictation, drawdition, dr. logician.
- (c) On the side opposite to the last vowel when added to a simple straight stroke other than t, d, or j; thus diction, beducation, passion, option, occasion, action.
- (d) On the side opposite to the hook or circle, when added to a hooked or circled straight stroke; thus oppression, attrition, depletion, deception, deception, discussion.
- (e) Away from the curve, when added to k or g springing from the curves f, v, or upward l; thus ______ fiction, _____ navigation, _____ location, _____ selection. The circle s is added thus: _____ portions, _____ operations.

Exercise 84.

Read, copy, and transcribe.





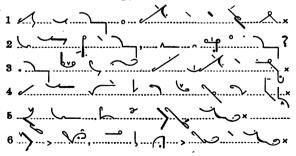
architect-ure-al, ____ neglect-ed, __ prospect,

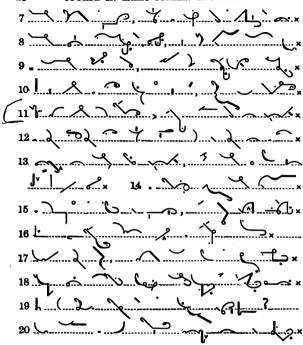
object, _ subject, _ expect-ed, _ unexpected-ly, _ respect-ed, _ suspect-ed or suspicious,

inspect-ed-ion.

Exercise 85.

Read, copy, and transcribe.





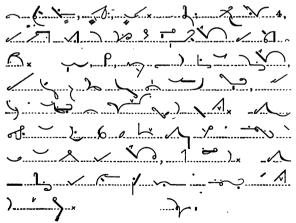
Exercise 86.

- If-you suspect-the truth (of the) architect's assertion, go and see-the erection.
- 2. If-you neglect to object to-the trespass, you-will-have difficulty with-the prosecution.
- 3. You-should call unexpectedly and see them.
- 4. Is there any prospect (of the) subject being taken for discussion in-the next session?
- 5. Does-the principal expect-the infection to spread?
- 6. By whose authority was-the auction carried on?

- 7. This-is-the first intimation I-have-had (of the) affair.
- 8. You-will-have to put off-the recitations till-the inspection is over.
- If-you have-no respect for-the-man you had better take exception to-his inclusion.
- 10. The degradation was unexpected, and-I-think-you-should offer some reparation for-your implication.
 - Now is-the time to show justification of-your affection for-the neglected architect.
 - 12. The subject has a strange fascination for a man of resolution who-has also a taste for invention.
 - 13. Tension, retention, population, designation.
 - 14. Citation, sections, aggression, visitation, station.
 - 15. Avocations, invocation, afflictions, flotation.
 - 16. Capitation, repetition, editions, rations.
 - 17. Apparition, extractions, aspirations, visions.
 - 18. Visionary, commissioner, divisional, educational. >

Exercise 87.

Read, copy, and transcribe.



Exercise 88.

Write in Shorthand.

Mr. John Benson, Lancaster, Maine.

Dear-Sir:

We-are-in-receipt-of-your-favor of June 28th, and-we regret it-is out-of-our power to-make any reduction in-the-price for-the installation (of the) gas engines. We-have gone over-the specifications again, with-the view of acceding to-your wishes if-possible, but-the inclusion of a number of severe restrictions by-the architect forces us to-the retention (of the) price already given. We-think on reflection you-will-see there-is every justification for our prices, and-we-trust to-receive-your commission to-proceed with-the job.

Respectfully-yours,

LESSON 20.

-TION HOOK (Concluded).

82. The sound of -tion is expressed after the circle s by a small hook, formed by continuing the circle on the other side of the stroke; thus ______ possession, ______ dispensation. Second-place vowels between the circle and -tion are indicated by writing the vowel sign outside the hook; while third-place vowels are indicated by writing the vowel sign inside the hook; thus ______ accession, ______ excision, ______ sensation, ______ incision, ______ possessions, _____ supposition. First-place vowels do not occur between s and -tion. The circle s may be added to the hook, as in the preceding examples.

88. When two vowel signs occur between -tion and the preceding consonant, the stroke sh and the hook n are written, and not the -tion hook; thus valuation, ______ tuition. The outline in such words indicates two intervening vowels.

Exercise 89.

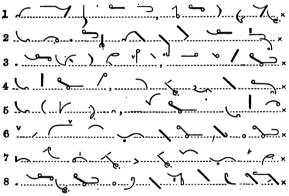
83



___ signify-ied-ficant, ___ significance, ___ signification, ___ insignificant; ___ insignificance, ___ subscribe-d, ___ subscribe-d, ___ superscription, ___ knowledge, ___ / acknowledge.

Exercise 90.

Read, copy, and transcribe.



Exercise 91.

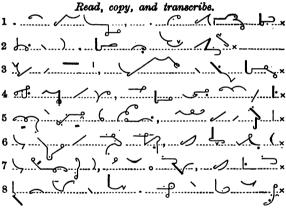
- 1. If-you wish to subscribe, please signify the same.
- 2. The fact (of the) authorization being refused was very significant.
- We hope you see-the signification (of the) insignificant remark.
- 4. The insignificance of-your subscription is sure to-raise a commotion.
- 5. Please acknowledge-the receipt (of the) book cn taxation.

- 6. Have-you any knowledge (of the) people who superscribed the register?
- 7. Some (of the) superscriptions were scarcely legible.
- 8. Are you in a position to subscribe to-the society?
- 9. Have-you-read-the depositions, and what-do-you think (of the) accusation?
- Your subscription may cause vexation and a sensation.

PHRASEOGRAMS.

additional expense, be additional cost, we are in a position, more and more, bess and less, facts of the case.

Exercise 92.



Exercise 93.

- 1. What-do-you know (of the) facts-of-the-case?
- Are you ready to-go to any additional-expense in-the-case?
- 3. You-must-remember the additional-cost may-be heavy.
- 4. We-are-in-a-position to-prove the valuation was unfair.

- We-have a very strong suspicion (of the) Prussian's motives.
- If-you-can tell us-the date (of the) first petition, it-may assist us to form a decision on-the facts-ofthe-case.
- 7. We-suppose there-was a succession of petitions at-the instigation (of the) Prussian.
- 8. We-think, from the depositions, the man's language is actionable.
- 9. We see no extenuation for-his line of action.
- 10. If-you call to-morrow, we-can review the situation.

Exercise 94. Write in Shorthand.

Mr. G. E. Goschen,

Syracuse, N. Y.

Dear-Sir:

I-desire to-call your attention to-the balance of \$9.04, due by-you to-the New Dictionary Agency for commission overpaid. You have already had a thorough explanation of-this balance from Mr. Reeves, and you-are, therefore, in possession (of the) facts-of-the-case. I-can see no reason why you-should refuse to settle-the claim, and-I-trust to-receive a remittance by return mail.

Yours-truly,

Mr. Harry Jones, Albany, N. Y.

Dear-Sir:

On the 20th of August you-wrote us saying we-had invoiced ten gross escutcheons at \$2.00 per gross, in-place of \$1.75, which-you said was-the price given by-our agent. We-have-had our salesman's price-list in for examination, and-we see there-is-no-such price as \$1.75 for-the-number-of escutcheons delivered to-you. In-addition-to-this, he-says he sold none at-all at-the-price you-mention. Your supposition, therefore, of an error in invoicing must-be wrong, and-we-must decline to allow you any reduction.

Respectfully-yours,

LESSON 21.

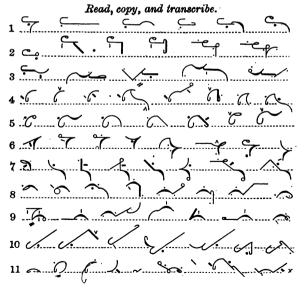
ADDITIONAL DOUBLE CONSONANTS.

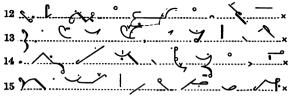
| 84. (a) A large initial hook adds w to k and g; thus |
|--|
| quick, Guam, request, sanguine. |
| (b) A small initial hook adds w to upward l, while a |
| large initial hook adds wh to the same letter; thus |
| Y wile, W while, W wail, W whale, weal, |
| wheel. |
| (c) Thickening a downward l or r, adds r to these |
| letters; thus fowler, scaler, sharer. |
| snorer. |
| (d) Thickening m indicates the addition of p or b; |

- (d) Thickening m indicates the addition of p or b; thus pump, bamboo, empire, embalm; but when l or r immediately follows mp or mb, the simple is written; thus employ, embrace.
- (e) Enlarging the initial hook of w, indicates the addition of the aspirate h; thus whistle, whist, whip, whip, whirl.
- (f) The double consonant may be hooked for r; thus scamper, slumber, clamber.
- 85. The initial hook in wl and whl is read first, so that if a vowel precedes w, the stroke must be written, and not the hook; as <u>A</u> awhile.
- 86. The double consonants \(\left(\text{ler}, \) \\ \ rer, \\ \text{must not} \\ \text{be employed when a vowel follows the } r; \text{ so that the separate consonants are written in such words as } \(\text{raillery}, \) \(\text{aurora}, \) \(\text{eurora}, \) \(\text{eurora}
- 87. The remaining double consonants of this series are vocalized like the single consonants, as in the examples given above.

| Letter. | Character. | Name. | As in |
|---------|------------|-------|----------------------------------|
| KW | _ | kway | quick, request |
| GW | <u>_</u> | gway | guava, lingual |
| WL | (up) | wel | wail, unwell |
| WHL | (up) | whel | whale, whelp |
| LR | (down) | ler | feeler, nailer |
| RR |) (down) | rer | poo <i>rer</i> , sh ar er |
| мР, мв | _ | emp } | camp, embalm |
| WH | 0 | whay | where, whisk |

Exercise 95.



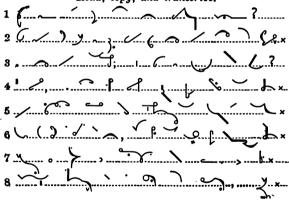


GRAMMALOGS AND CONTRACTIONS.

with or well. _ while, _ important-ce,
improve-d-ment, _ impossible, _ improvements,
whether, _ unquestionable-y, _ yesterday,
_ January, _ February, _ November,
_ December, _ United States.

Exercise 96.

Read, copy, and transcribe.



Exercise 97.

- It-will-be impossible to arrange such important improvements for-the first Monday in January.
- 2. You see how important it-is for-you to see Mr. Wheeler.

- I-fear-the importance (of the) improvement will-be lest sight of in-the hurry (of the) December business.
- 4. December will-be too far on in-the-year; we-must, unquestionably, have-the things done by November at-the latest.
- 5. Please write me whether you prefer to-come in January or in February.
- 6. While you-are-in Boston, it-will-be an unquestionable advantage for-you to-call on Mr. Fowler, and, as I-said yesterday, he-will-be-able to-tell-you-the cost (of the) proposed improvement.

Exercise 98. Write in Shorthand.

Quinn & Fowler, Quincy, Ill. Dear-Sirs:

Will-you please express to us as quickly as-possible five gross small bottles of-your liquid glue? We-are-surprised your traveler has missed us since last December. We-suppose he-has-been nowhere near our town, or he-would-have given us a call.

Yours-truly, Exercise 99.

- 1. Wolf, wolves, unwell, unwilling, willingness.
- 2. Wheels, where, whine, whisper, whisker.
- 3. Tearer, steerer, clearer, sneerer, borer, jeerer.
- 4. Scholar, foiler, viler, insular, chancellor.
- 5. Scamp, romp, shampoo, imbued, ambush.
- 6. Hamper, bequeath, quibble, quire, iniquity.
- 7. We-are mailing you-the stamps to-day.
- 8. At-your-request we-will go to-the inquest.
- 9. Where can-we obtain a ruler like Mr. Wiley's?
- If-you-are unwell, or unwilling to-go, you-may stay away.
- 11. They ought to-impose a heavy fine.
- 12. He struck me with an unwieldy bamboo.
- 13. It-would-be fairer to obtain a fresh shearer.

LESSON 22.

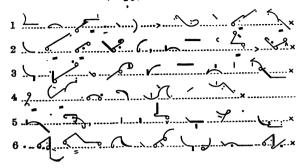
TICK AND DOT H.

88. It has already been explained (paragraph 15) that the downward h is employed when h stands alone or is followed by a simple k or g; and that in most other cases the upward form of h is written. When the stroke h is used medially, care must be taken to write the circle of the h so that it cannot be mistaken for the circle s; thus behave, adhere, unholy, unhook, Mohawk.

90. When the stroke h would be inconvenient, the aspirate may be expressed by a light dot. placed before the vowel which is to be aspirated; thus _____ manhood, _____ loophole, _____ misapprehension, ____ downhill.

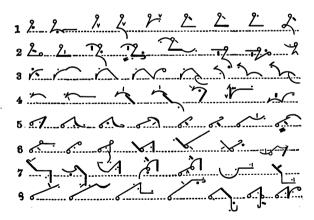
Exercise 100.

Read, copy, and transcribe.



Exercise 101.

Read, copy, and transcribe.



Exercise 102.

Write in Shorthand.

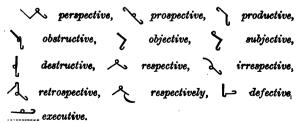
- 1. Hue, hoe, hoax, hock, hag, hogs.
- 2. Hall, hull, helper, heal, whole, wholesome.
- 3. Hire, hirer, herb, hark, hearty, harness.
- 4. Whom, humane, humanity, hemp, hempen.
- 5. Heather, heater, hitherto, hyperbole.
- 6. Upholster, incoherence, adhesion, boyhood.
- Mr. Henry Hopkins, Austin, Tex.

Dear-Sir:

In-reply-to-your-favor of December 8th, we-have-the-pleasure to enclose-herewith sample of a stain which-will give your mahogany a very rich hue We-have-no apprehension of failure in-your case, because we-do a big wholesale business in-this stain, which-is-in use throughout-the whole (of the) United States. Joiners, upholsterers, and others, use it to heighten the effect when finishing high-class jobs, and-we-have-no hesitation in saying-the stain always turns out well. We-trust to-hear from-you when you have given-the sample a test.

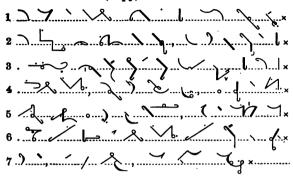
Very-truly-yours,

CONTRACTIONS.



Exercise 108.

Read, copy, and transcribe.



Exercise 104.

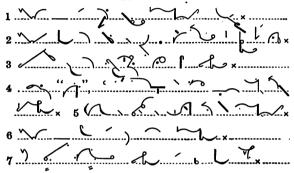
- There-is-nothing admirable in-the obstructive ways (of the) respective parties, and-they-are both given to retrospective wisdom.
- You know your objective, and you see how necessary a knowledge of perspective will-be, if-you-are toplease the executive.
- 8. They-were one and all advised to-give up their destructive ways, and to-repair the defective property,
- The speaker said we-were all and each respectively liable to prosecution, if our counsel was productive of trouble.
- 5. The subjective test was by-no-means properly taken, and-we-shall ask-the executive to insist upon a more thorough examination, irrespective (of the) teacher's opinion.
- The drawing shows the man's possession of taste, but it also proves his defective knowledge of perspective and a lack of-training.

PHRASEOGRAMS.

I hope you will, Monday morning,
Tuesday afternoon, by yesterday afternoon,
Wednesday evening.

Exercise 105.

Read, copy, and transcribe.



Exercise 106.

Write in Shorthand.

J. Heaton & Sons, Omaha, Nebr.

Dear-Sirs:

I-beg to ask your attention to-the enclosed price-list and illustrations of-my high-pressure hydraulic pump, and-I-hope-you-will-tavor me by a close examination (of the) same. Should there-be any likelihood of-your being in-this neighborhood during-the next month, I-hope-you-will give me a call, when I-shall-be happy to show you-the new pruning hook Mr. Heaton spoke of on Tuesday-afternoon last.

Very-truly-yours.

LESSON 23.

UPWARD AND DOWNWARD L.

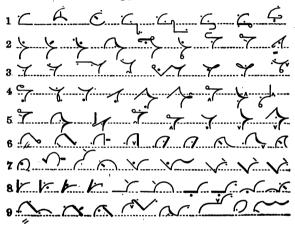
| 91. At the beginning of a word, l is generally written |
|---|
| upward; but when preceded by a vowel, and followed by |
| a simple horizontal letter, it is written downward; so |
| that a downward l in such cases indicates the presence |
| of an initial vowel; thus <u>alike</u> , but <u>like</u> ; |
| C along, but _ long; L elm, but _ lamb. |
| 92. At the end of a word, l is generally written |
| upward; but after \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ |
| straight upstroke, it is written downward if not fol- |
| lowed by a vowel; so that a downward l in such cases |
| indicates the absence of a final vowel; thus - full, |
| |
| but - fully; - vale, but walley; - scale, |
| but scaly; squall, but squally; |
| A yell, but yellow. |
| 93. Final l is written downward after a straight down- |
| stroke, if two vowels intervene; so that the outline in such |
| cases indicates the vowels; thus towel, but toll; |
| trial, buttrail; duel, but dutt. |
| 94. Final l is always written downward after \sim and |
| ; thus <u>Y</u> nail, <u>Y</u> only, <u>Y</u> wrongly. |
| 95. The double consonant \(\begin{aligned} \leftit{ler} & \text{ is used after those} \end{aligned} \) |
| letters which would be followed by a downward 1; thus |
| fuller, valor, T scaler, squaller, |
| ruler; while the sign (lr) is used after those |
| letters which would be followed by an upward l; thus |
| 96 |

paler, tiller, k jailer, cooler, molar.

The student should also refer again to paragraph 38.

Exercise 107.

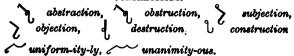
Read, copy, and transcribe.



Exercise 108.

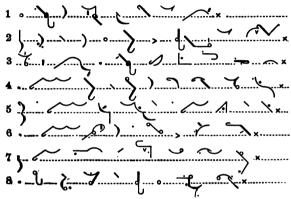
- 1. Elmira, Illinois, Alleghany, Allentown, Los Angeles.
- 2. Dansville, Knoxville, Jacksonville, Peekskill, Jonesville.
- 3. Newly, Manila, exceedingly, voiceless, facile.
- 4. Veal, admiral, yell, prevail, Seville, willingly.
- 5. Veil, fuel, fill, filler, foil, foiler, dual, Powell,
- 6. Deal, dealer, tall, taller, boil, boiler, pale, paler.
- 7. Atlanta, Alaska, Lincoln, Lancaster, Altoona.
- 8. Lexington, Lima, Milton, Toledo, Alpine, Salem,
- 9. Follow, volley, villa, rally, yellow, villain, felon.
- 10. Family, sickly, leisurely, loosely, Brazil, heavily.

CONTRACTIONS.



Exercise 109.

Read, copy, and transcribe.



Exercise 110.

Write in Shorthand.

- 1. What objection can you have to-the construction proposed?
- 2. We owe our advance to-the uniformity (of the) lessons.
- 8. The subjection (of the) enemy and-the destruction of-his ships were-only possible by strenuous labor.
- 4. In his abstraction he caused an obstruction on the line.
- We-are unanimous in-our opinion as-to-the loss (of the) vessel.
- 6. The uniformity of-his-life led to-his election as head (of the) Executive.

- 7. I-hope-you-will induce them to-remove-the obstruction.
- He gave lessons to-the boy in machine construction and drawing.

Exercise 111.

Write in Shorthand.

E. Lawson & Sons, Toledo. Ohio.

Dear-Sirs:

In-reply-to-your-favor of June 29th, we-enclose-herewith quotations for umbrellas (of the) style you-require, and-we-feel sure you-will like both-the appearance and-the-prices. We-believe our umbrellas and parasols are unsurpassed for elegance of design and finish, as-well-as for length of wear. They are immensely popular wherever they are sold, because (of the) excellence (of the) make and-the reasonable prices at-which they are produced. We should-be-pleased to-tell-our traveler to-call-upon you if-you desire it.

Respectfully-yours,

Exercise 112.

Write in Shorthand.

The Ellison Bicycle Store,

Elmira, N. Y.

Dear-Sirs:

Referring-to-your-favor (of the) 12th, the extra long seat pillar for Mr. Lonsdale's chainless bicycle will-be ready by Friday-evening at-the latest, and-will-be-delivered early on Saturday-morning. We-are exceedingly sorry to-learn (of the) trouble you have-had through-the delay, but-we-can-assure-you it-is-impossible to finish the job any sooner.

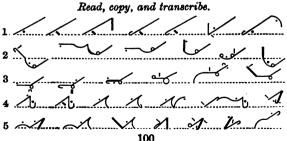
Very-truly-yours,

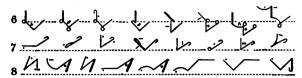
LESSON 24.

UPWARD AND DOWNWARD R.

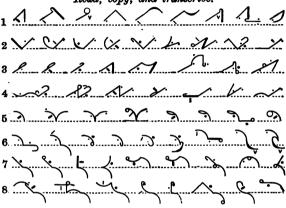
96. The student has already learned (in paragraph 15) the general rule for the use of the upward and downward forms of r. and he has seen (in the same paragraph) that the object of the rule is vowel indication. Where, however, this object can only be gained at the sacrifice of ease in writing, experience shows that it is better to make an exception to the general rule, to disregard the vowels, and to use the outline which is more easily written, and, therefore, conducive to speed. Accordingly, it was pointed out (in paragraph 49) that upward r is written after a straight upstroke, and after a curve and circle like or . The student is now desired to note that the *unward* form of r is also used, regardless of vowels, when it precedes t, d, ch, j, th, kl, gl, or w, and when it follows ks, gs, or two descending strokes; thus closer, grocer, v aright, arrayed, 1 arch. 1 urge, v oracle, argal. Irwin, prepare, Long. Shakespeare, trampler. It will be remembered, too, that final r when hooked (paragraph 75) is generally written upward.

Exercise 113.





Exercise 114. Read, copy, and transcribe.



Exercise 115.

Write in Shorthand.

- 1. Aspire, aspiration, debar, tippler, arranger, battler.
- 2. Adhere, mirror, career, ware, beware, unaware.
- 3. Taxer, glazer, adviser, grocery, answers, razor.
- 4. Burn, morn, yarn, barn, acorn, sojourn.
- 5. Rye, raw, rue, reign wreath, ridge, wrench.
- 6. Auricle, origination, urgency, erudition.
- 7. Air, airy, arm, orb, irrigation, aroma, ark.
- 8. Irish, irony, ironical, argue, arraign, era.9. Jeer, injure, veer, user, shear, adore, spear.
- 10. Unfair, polar, inspire, severe, glare, stir, burst.
- 11. Barrow, tarry, ferry, fury, summary marine.
- 12. Dreary, dairy, saddlery, bureau, carry, narrow.

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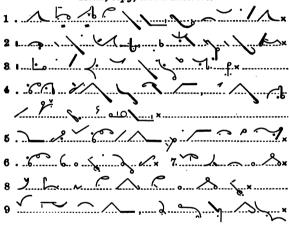
Jan de

CONTRACTIONS.

Reverend, revenue, regular, irregular, public-sh-ed, publication, republic, republican, repugnant-ce, represent-ed, representation, representative, responsible-ity, irresponsible-ity.

Exercise 116.

Read, copy, and transcribe.



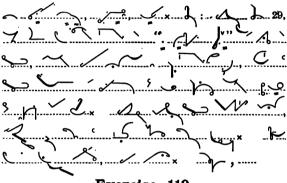
Exercise 117.

Write in Shorthand.

- The publication was issued to-the public by-the representative (of the) Rev. Arthur Rose.
- 2. The story (of the) republic, just published, shows howthe representatives saw their responsibility and
 refused to be led by irresponsible men to-the
 admission (of the) repugnant principle of taxation
 minus representation.

- Their repugnance to-the irregular revenue was clearly represented, and-the responsibility for-the-measure thrown upon-the regular representative (of the) taxers.
- 4. We-shall publish the speeches (of the) responsible leaders (of the) republican party at-the-close (of the) year.

Exercise 118.
Read, copy, and transcribe.



Exercise 119. Write in Shorthand.

Murray Bros.,

Westminster, B. C.

Dear-Sirs:

In-reply-to-your-favor of January 30th, we-regret we have-been unable to-place-the cargo of spruce refuse to-which-you-refer, and-we-fear there-is-no likelihood of-our obtaining a buyer just-now. We-were in hopes of-success yesterday-morning, but-the party refuses to-proceed with-the business to-day, and our exertions have-been to no purpose. Should-we come across a customer to-day or to-morrow at a reasonable price we-will wire you.

Respectfully-yours,

LESSON 25.

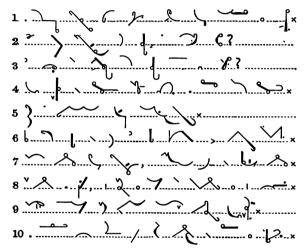
REVIEW.

- 97. (a) The -tion hook is written: (i.) Inside curves; (ii.) on the right side of simple t, d, or j; (iii.) when added to a simple straight stroke other than t, d or j, on the side opposite to the last vowel; (iv.) when added to a hooked or circled straight stroke, on the side opposite to the hook or circle; (v.) on the under side of k or g, when these letters follow f or v; and (vi.) on the upper side of k or g, when these letters follow upward l.
- (b) The -tion hook is not written when -tion is immediately preceded by two vowel signs.
- (c) When following the circle s, the sound of -tion is expressed by a small hook.
- (d) The sound of r is added to downward l and downward r by thickening these letters.
- (e) The sound of p or b is added to m by thickening the letter.
- (f) A large initial hook adds w to k or g.
- (g) A large initial hook adds wh to upward l, while a small initial hook adds w to the same letter.
- (h) The aspirate h is added to w by enlarging the hook of the letter.
- (i) H is expressed by a tick before)) , and before the straight downstrokes hooked for r.
- (j) When the stroke h is not convenient in the middle of a word, the aspirate may be indicated by placing a dot before the vowel sign.
- (k) An initial vowel may be indicated in such words as alike, along, by writing the downward l; while a final vowel may be indicated in such words as fully, sealy, by writing the upward l.

(1) As a rule, downward r is written when a word begins with a vowel followed by r; while upward r is written if a word ends with a vowel preceded by r; but to avoid an awkward outline, either r is written, irrespective of vowel.

Exercise 120.

Read, copy, and transcribe.



Exercise 121.

Write in Shorthand.

- The arrival of-our representative was altogether unexpected.
- 2. The regular source of-his supplies was insignificant.
- 3. The new taxation will swell the public revenue.
- We wish the physician to-make a subjective and objective examination of-her eyes.



- The representative (of the) ruler wore a uniform ofgray.
- 6. The superscription was a miserable scrawl.
- 7. The discussion was productive of a significant increase in-the subscriptions.
- 8. Your views may-be repugnant to-the executive and-the regular members (of the) club.

Exercise 122.

Write in Shorthand.

James Perry & Co., Jacksonville, Fla.

Dear-Sirs:

If-you have-the least notion of an alteration in-the situation of-your business premises, we should like you to-call and-inspect-the new suite of offices we-have-just put up on Fifth Avenue. There-can-be no better position in-the-city for a business like yours, and-we should-be-pleased to arrange an early lease at favorable rates,

Yours-respectfully,

Exercise 128.

Write in Shorthand.

Mr. Thomas Batty, Chicago, Ill.

Dear-Sir:

In response to-your inquiry, we-have-the-pleasure to enclose-herewith specimen pages of-our new "Star Library," with prices (of the) books already published. We should-be-pleased to-deliver-the whole set to-you on receipt of half-the published price, the other half to be paid within six-months of-delivery; or, if-you prefer it, we-can make a liberal reduction for cash.

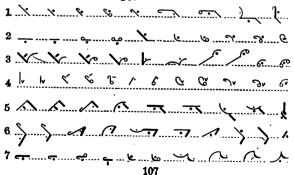
Yours-truly,

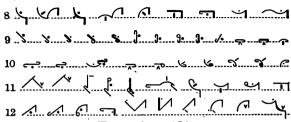
LESSON 26.

THE HALVING PRINCIPLE

- 98. (a) Halving a light consonant indicates the addition of t; thus ____ pack, ___ packed; ___ tree, ___ treats, ___ streets; ___ play, ___ plate, ___ plates.
- (b) Halving a heavy consonant indicates the addition of d; thus gray, grade, grades; brew, brewed, broods; rub, rubbed.
- (c) A consonant which is finally hooked, or which occurs in a word of more than one syllable, may (with rare exceptions) be halved to indicate the addition of either t or d; thus _____ paint, ____ paint or pained, ____ mend or meant, ____ mends; ____ mend or meant, ____ mends; ____ wave, ___ waved, ____ waft, ___ wafts; ____ painted; ____ credit; ____ rabbit or rabid; _____ rapid; ____ colored.

Exercise 124. Read, copy, and transcribe.





Exercise 125.

Write in Shorthand.

- 1. Lay, late, colt, pelt, tacked, decked, fight.
- 2. Enjoy, enjoyed, dodged, jade, goad, goads, dragged.
- 3. Shot, shots, night, caught, cut, cuts, bud, buds.
- 4. Spy, spite, stray, straight, mate, mates, notes.
- 5. Dry, dried, dread, broad, blade, blades, bread.
- 6. Pen, penned, spend, spends, gain, gained, grained.
- 7. Grant, grants, lend, lends, fine, find, finds.
- 8. Ten, tent, tents, mine, mind, minds, faint.
- 9. Shaded, shredded, plated, skated, melted, related.
- 10. Panted, fated, voted, hated, tablet, budget.
- 99. Half-sized t or d, immediately following the consonant t or d, is always disjoined; thus -1— treated, -1— dreaded, -1— traded.
- 100. Half-sized $w(\mathscr{C})$ is used as a contraction for the termination ward, and half-sized $y(\mathscr{C})$ for yard; thus backward. u dockward.
- 101. Final t or d, when followed by a sounded vowel, must be written in full; thus _____ fault, but _____ faulty.
- 102. There is no third position for words whose outlines consist of half-sized letters only, or of horizontal letters joined to half-sized letters. When the vowel or principal vowel in such words is a third-place vowel, the outline is written in the second position; thus tendered, splintered, kilt, colt, meted.

fore 11/10 c

Exercise 126.

Read, copy, and transcribe,



Exercise 127.

Write in Shorthand.

- 1. Doubted, doted, credited, obtruded, imitated.
- 2. Roast, roasted, arrested, fasted, dusted, lasted.
- 3. Downward, southward, rearward, stock-vard.
- 4. Pit, pity, body, giddy, mite, mighty, witty.
- 5. Rain, rained, rent, rents, learnt, parent.
- 6. Cough, coughed, craft, crafts, vent, vents.
- 7. Lodged, bridged, waged, grudged, hinged, dredged.
- 8. Patted, sifted, wounded, indeed, sounded.
- 9. Print, prints, tint, tints, wound, wounds.

GRAMMALOGS.

quite, __could, ___God, __good, ___according or according to or cart, __cared, ___guard, __great, __called, __cold or equalled, __gold, ___cannot, __account, __gentleman, ___happened, ___particular, < opportunity, __child, ___instant 'inst.), ____not, __nature, ____natural-ly.

Exercise 128. Read, copy, and transcribe.

Exercise 129.

Write in Shorthand.

- 1. I-cannot quite see how-the gentleman could-have called sooner.
- 2. The particular account you name shall-be settled on-the first opportunity.
- 3. I-happened to be in when-the child changed the note for gold.
- 4. He had a great cost to guard him, so he cared nothing for-the cold.
- 5. We-cannot-be wrong in according-the gentleman a hospitable reception on-this particular opportunity.
- 6. The men stood on guard beside-the great cart, which-was loaded with gold for-the bank.
- 7. If-this-gentleman's talents had equalled his audacity, I-know-not what might have happened.
- 8. The little child knelt down and asked-the great God to guard him through-the dreaded night.
- 9. The gentleman had a natural objection to-the-treatment he received.
- In-the nature of things, it-was-not likely he-would-do what they say.

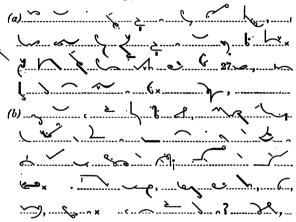
103. The halving principle is employed for the indication of the words it and not, in phrases like the

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following: I am not, I do not or I had not, I did not, we you may not, we you are not, you were not, we you will not, I hope you will not, if it, if it has (or is), in which it is (or has).

Exercise 180.

Read, copy, and transcribe.



Exercise 181.

Write in Shorthand.

Mr. Edward Hunt, Cleveland, Ohio.

Dear-Sir:

We-desire to-call your attention to-the enclosed sample of Fruit-Salt, which-we-think-you-may-not know. As will-be observed, the bottle in-which-it-is packed is a very pretty one, and-we anticipate a big demand for-the article when-it-is displayed in-your store. We should-be-glad to-hear if-it meets with your approval, and-we-are-sure you-will-not-be wrong in placing it on-your list. Prices (of the) different sizes enclosed.

Respectfully-yours,

LESSON 27.

THE HALVING PRINCIPLE (Concluded).

104. The four consonants , besides being halved for the addition of t, may be halved and thickened to indicate the addition of d; thus palmed, mode, in aimed; the designed, so sound, snowed; piled, old; hared, in erred. In hoard.

105. The signs r ld (written downward) and r rd are not used if a sounded vowel comes between the l-d or r-d. In such cases, the consonants must be written in full; thus paled, but pallid; pallid; paired, but parried; tarred, but tarried.

106. The consonants mp, ng, cannot be halved to express the addition of t or d, unless they are hooked initially or finally; thus slumber, slumbered; impugn, impugned; canker, cankered. The double consonants fr recannot be halved to indicate the addition of t or d, under any circumstances, because the signs are utilized for the representation of ld and rd respectively. (See paragraph 104.)

 sound of rt is generally expressed by the half-length upstroke, while the final sound of rd is, as a rule, expressed by the half-length downstroke; thus _____ part, ____ pared, ____ dart, ____ dared. Where it is not convenient, however, to write \(\), the light half-length upstroke may be employed for the expression of the heavy sound; thus _____ lard, ____ lwred, _____ geared.

Exercise 182.

Read, copy, and transcribe.



Exercise 188.

Write in Shorthand.

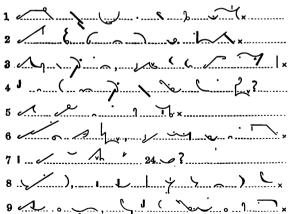
- Be assured you-will repeat the sound results achieved by thousands.
- We-have mailed you a sample copy of part three of-our new monthly.
- We-enclose rate card, and would ask-you to note thispoint: the circulation (of the) paper is insured by-its value.

- We-have presumed to-send you details of-our new venture, and-it-would afford us great-pleasure to add your name to-our list.
- 5. May-we point-out to-you why our paper is read by thousands (of the) class it-is desired to-reach?
- On our part, we are prepared to-do our best until the difficulty is conquered.
- 7. We see-the impending struggle, but with your help we-shall conquer, hard though-the task may-be.
- We write to say we followed your counsel, and-the business was allowed to-proceed.

GRAMMALOGS.

build-ing or able to, \(\) told or till it, \(\frac{1}{2} \) tried, \(\) toward or trade, \(\) did, \(\) did not, \(\) had not or do not, \(\) after, \(\) if it, \(\) thought, \(\) that, \(\) without, \(\) third, \(\) sent, \(\) send, \(\) somewhat, \(\) short, \(\) might or met, \(\) meet-ing.

Exercise 184.



Exercise 185.

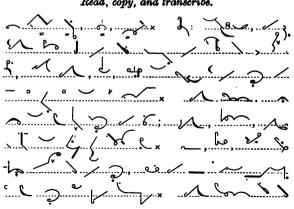
Write in Shorthand.

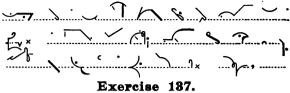
- 1. Will-you not be-able-to come to-the meeting after-the store is closed?
- 2. If-it-is-possible, I-will come in for a short-time.
- 3. He-told them that without a doubt he-would send a check to-day.
- 4. We-tried to-find out-the extent of-his trade, but-we--did-not succeed
- 5. We-thought-you-might go to see him on-the third.
- 6. We-did send him a colored piece, but it-was somewhat different from the pattern he sent.

PHRASEOGRAMS.

at any rate, be at all events, be at all times, at some time, on at the same time, for some time, from time to time.

Exercise 186.





Exercise 187.
Write in Shorthand.

Mr. Edward Hindley, Sandford, Ill.

Dear-Sir:

In-reply-to-your-favor (of the) 30th ult., we would-say that-we-are, at-all-times, willing to-replace any-part of a bedstead which-may-be-found damaged on-delivery, if-it-is quite-clear that-the fault is ours. You-may-rest assured that all-our bedsteads are built (of the) finest steel and iron, and-that every care is taken to see that-the goods are right when sent out (of the) factory. At-the-same-time, it-may happen, from-time-to-time, that some latent flaw may-be discovered after a bedstead has left our place, in-which-case we-are-only too-glad to-remedy the defect, and-thus show our earnest desire to-turn out absolutely sound goods. Please indicate the faulty part, and-we-will forward one to-replace it.

Yours-respectfully,

LESSON 28. THE DOUBLING PRINCIPLE.

108. Curved consonants are doubled in length to

indicate the addition of tr, dr, or

laughter, lender, father. mother. (See paragraph 113). 109. Straight consonants hooked finally, or which follow another stroke, are doubled in length to indicate the addition of tr or dr; thus ____ painter, ___ tender, rafter captor, counter. 110. The character - is doubled in length to express the addition of r; thus pamper, temper. chamber: while the character is doubled in length to indicate the addition of kr or gr; thus more convenient to use the signs ~ and ~ in verbs. because they can be readily halved for the past tense; clamber, clambered, conquer. conquered. 111. In very common words, where there is no likelihood of clashing, it is allowable to make a letter double length to express the addition of -ture; thus feature, signature, picture.

112. Final tr, dr, or thr, when followed by a vowel, must be written, and not indicated by doubling; thus

signature, but signatury, 117

but flattery; ... cinder, but

thr (heavy);

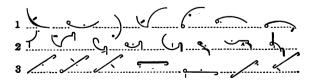
113. The double-length , when standing alone, or with a circle only added, is reserved for the representation of light sounds; thus letter, alter; words like leader, ladder, leather, being written as here shown. Similarly, f, sh, and m are not doubled for the addition of dr, words like fodder, shudder, madder, having the final syllable expressed by

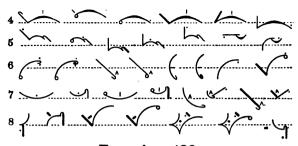
114. When the present tense of a verb is written with the double-length principle, the past tense is written with the half-length principle; thus matter, mattered; ponder, pondered canter, cantered; winter, wintered, loiter, loitered,

115. Double-length perpendicular strokes and straight sloping downstrokes have only the third position, through the line; thus plunder, tender, asunder.

Double-length horizontal letters take two positions only: thus matter, motor or meter; canter, counter. Other double-length letters may be written in any of the three positions, in accordance with the rules governing the position of outlines. (See pars. 7, 13, and 18.)

Exercise 138.





Exercise 189.

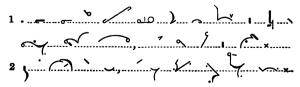
Write in Shorthand.

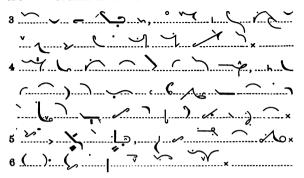
- 1. Mender, slander, slender, flounders, borders, remainder-
- 2. Calendar, folders, fathers, knitters, flitters.
- 3. Disasters, stimulator, litters, oyster, barters.
- 4. Stamper, stampers, thumper, moulder, orders.
- 5. Banter, banters, grafter, rafters, printers.
- 6. Elector, electors, protector, chapters, numerator.
- 7. Render, renders, rendered, blenders, pandered.
- 8. Slaughtered, sweltered, feathery, gentry, wondered.

GRAMMALOGS AND CONTRACTIONS.

spirit, - secret, - may not or amount, ____ hand, ___ under, ___ light, \(\) let ___ art, __ yard, \(\) word, \(\) wait, \(\) yet, ___ want, \(\) went or won't \(\) wonderful-ly.

Exercise 140.





Exercise 141.

Write in Shorthand.

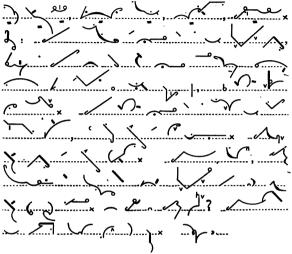
- They-want to know why he-went to Atlantic-City and showed his hand.
- 2. If-this-is-the spirit in-which-you speak (of the) secret, it-won't-be long ere it-is-known to all.
- I-fear it-is-not your nature to be quiet; but unless you-are more prudent you-will yet have to-repent some rash word.
- You-are wonderfully outspoken, and-not a yard will I-move until I-see-you under-the care (of the) inspector.
- 5. No, you-may-not visit-the art gallery.
- 6. The light is too bad, and no amount of entreaty will induce me to-let you go there to-day.
- 7. What-is this wonderful secret?

PHRASEOGRAMS

116. The doubling principle is employed for the indication of the word there or their in phrases like the following: I know there is, for their sake, before there is.

Exercise 142.

Read, copy, and transcribe.



Exercise 148.

Write in Shorthand.

Mr. John Henderson, Nome, Alaska.

Dear-Sir:

We-have-your-letter of-March 24th, and-we-shall order-the cylinder bolts from-the factory before-there-is time for-the-other parts (of the) machinery to-come forward. We-know-there-is an extra rush of-orders just-now, but-we-think-there-is-no likelihood of-your-order being delayed. If-there-is-the least indication of-such a thing we-will-see to-it that less pressing jobs are put aside, so-that nothing shall hinder the finishing of-your gold mining machinery by-the promised date.

Very-truly-yours,

LESSON 29.

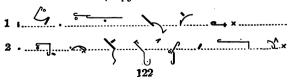
VOCALIZATION OF THE PL AND PR SERIES.

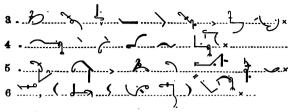
117. To obtain a good outline, the double consonants of the pl and pr series may be employed even though an accented vowel comes between the two consonants. If the intervening vowel is a dot vowel, it is expressed by writing a small circle before the consonant stroke for a long vowel, and after the consonant stroke for a short vowel; thus ______ careless, _____ chairman, ______ cheers, _____ dark, ______ German, _____ girl. Where it is inconvenient to observe this rule, the circle may be written on either side, for either a long or a short vowel.

118. An intervening dash vowel, or a diphthong, is expressed by writing the vowel, or diphthong sign through the consonant stroke; thus Baltimore, school, mixture. When, however, an initial or final hook or circle would interfere with the intersection of the vowel-sign, the latter may be written at the BEGINNING of the consonant for a first-place vowel or diphthong, and at the BND for a third-place vowel or diphthong; thus corporal, child's, figuration.

119. Monosyllables vocalized by these methods may be halved for t or d; thus __t... court, ___, schooled.

Exercise 144.





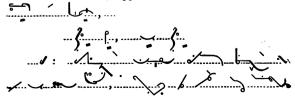
Exercise 145. Write in Shorthand.

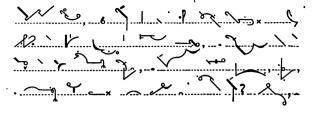
Mr. Charles Reid, Oxford, Mass.

Dear-Sir:

I-have-your-favor (of the) 24th inst., and-I-find that for the terms you propose are, on the whole, reasonable. Your calculation of profits, however, is palpably wrong in-one instance, as you-will-see on further-examination. You-will recollect that it will-be necessary for you to-cultivate the trade in-your district. My former representative was culpably careless towards the end of his engagement, and the business will require a little nursing for a time. I-am-perfectly sure, however, that a display of energy by a sharp man of persuasive talents, and a judicious distribution (of the) literature I-will send you, will soon encourage a return (of the) former extensive sales. Please call here on-Thursday to sign-the agreement. Yours-truly.

Exercise 146.

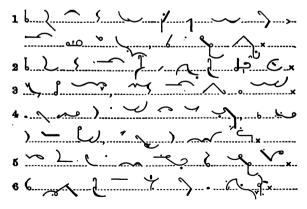




CONTRACTIONS.

commercial, financial, especially, especially, uninfluential, uninfluential, substantially, controversy-sial, firewastance, circumstantial, immediate, immediately, prejudice-cial.

Exercise 147.



Exercise 148.

Write in Shorthand.

- 1. It-is especially important that-you-should deliver-the goods immediately.
 - Any delay may prejudice your chances of-further orders.
 - 8. There-is a substantial increase in-the financial returns.
 - 4. Your immediate attention is essential, if-you would secure-the business.
 - The unsubstantial nature (of the) commercial traveler's resources rendered his chances hopeless.
 - 6. The circumstances attending-the controversy were far from pleasing to-him.
 - His influential position is lost, thanks to-his insane fondness for controversial discussion.
 - 8. Oh, yes, the circumstances were noted immediately, but they were regarded as entirely uninfluential.
 - The circumstantial detail (of the) narrative proved its accuracy.

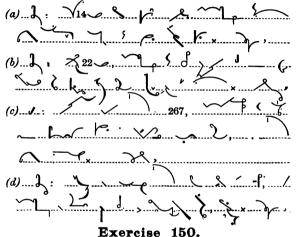
120. Any unimportant word such as as, the, of, or, etc., may be omitted in a phraseogram; thus ______ for (the) sake (of), _____ more (or) less, _____ side (by) side, etc. It is well to vocalize him (so that it may not clash with me) in such phrases as _____ before him, _____ to him, etc.

121. Judicious phrasing should be carefully cultivated by the student, as a great aid both to speed and legibility; but he should guard against the temptation to join together words which are not naturally related to one another, or which, if joined, would result in an outline extending too far from the line of writing. For additional practice in phraseography, and for further exercise in the reading of shorthand, the student is referred to "The Phonographic Phrase Book," "Selections from American Authors," and "Self-Culture," particulars of which will be found in the list at the end of the present work.

PHRASEOGRAMS.

state, I am requested to state, I am instructed to state, in I am requested to state, which deliver immediately.

Exercise 149. Read, copy, and transcribe.



Exercise 150

Write in Shorthand.

- (a) Dear-Sir: In-reply-to-your-letter (of the) 16th inst. I-am-directed-to-state that-there-is-no such policy holder on our books. Very careful examination has-been made, and it-must-be that your clerk was in error. Respectfully-yours.
- (b) Gentlemen: I-am-requested to ask if-you-can deliver-immediately at our central depot in New York, three of-your No. 4 Bicycles, fitted with Coaster Brake, and to sk, if-you-are unable to arrange this, upon what date you-could make delivery? Yours-truly,

LESSON 30.

W AND Y DIPHTHONGS.

122. When w or y is followed by a simple vowel, a diphthong is formed, which is represented by a semicircle written in the same position as the simple vowel; thus

TONG COUNTS

| LONG BOOKDS. | SHOET SOUNDS. | |
|------------------------|---------------|-----------------------------------|
| | | |
| 1. wah ' waw yah ' yaw | 1. wă wŏ | <i>y</i> a |
| 2. wāc swō yā nyō | 2. wĕ ° 'wŭ | <i>y</i> ĕ ∪ ^ <i>y</i> ŭ |
| 8. wēc woo yēunyoo | 3. wĭ c > wŏŏ | אַ <i>טע</i> ה ^ו יי זע |
| | | |

128. Theoretically, the semi-circle is written heavy for a long sound, and light for a short sound; but in practice it is seldom necessary to observe this distinction. It will be seen that the SIDES of the circle $\frac{c_1^2}{2}$ represent the w diphthongs, while the lower and upper halves $\frac{c_1^2}{2}$ represent the y diphthongs.

above signs: Zouave, railway, seaweed,

above signs: Zouave, railway, seaweed,

abattoir, seaweed,

lamb's-wool,

Indiana, associate, yearly, thwack,

twenty, twinge, memoir, password,

driftwood, serial, alien, atheist,

rebellion, folio, evarious.

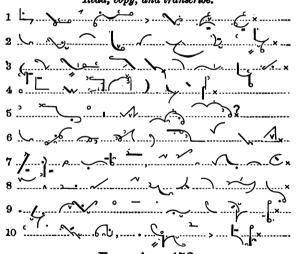
125. The *right* semi-circle ____, waw or wo, may be prefixed to a stroke consonant where it is convenient:

awoke, etc.

thus walk, water, watcher, washer, war, warn.

128. The left semi-circle is prefixed to downward l, and the right semi-circle is prefixed to k, g, m and mp, as an abbreviation for w; thus William, woke, wig, women, wampum. This abbreviated w must not be used when a vowel precedes the w. The stroke w must be written in words like wake,

Exercise 151.
Read, copy, and transcribe.



Exercise 152. Write in Shorthand.

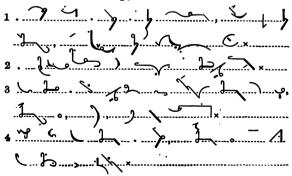
- We-must warn-the workman not to-make-the washers too tight.
- Ask-them to withhold the order until I-have-seen Mr. Wakefield.

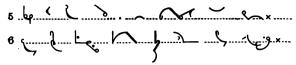
- They did their best to assuage the pain, but-the woman's weakness rapidly increased.
- There-is-no palliation for-the Austrian's offence, andafter a brief period in prison, he-will-have to pay the penalty of-his crime.
- We-are-sending-the tapioca and-the water-melons, but-we-have-no stock of lime-water at-present.
- 6. All-our paper is marked with our special water-mark.
- 7. The worker's watchword should-be "Excelsior."
- 8. He took a piano, a clarionet, a harmonium, a melodeon, and a musical box, to while away the tedium of-his exile.

 Contractions.

passenger, danger, dangerous, stranger, manuscript, transcribe, transcript, transcript, transcript, transfer, transgress, transgression, transmission, funderstand, funderstood, September, whenever, whatever.

Exercise 158. Read, copy, and transcribe.





Exercise 154.

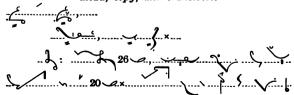
Write in Shorthand.

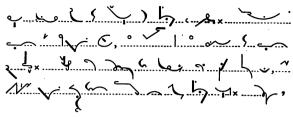
- Ask-the passenger to-take a messenger with him and-send back the transcript (of the) manuscript immediately.
- The transmission (of the) transcription proved a more dangerous piece of-work than-the stranger expected.
- Whenever you-write, and whatever-the-matter may-be, you-should-be-able-to read or transcribe every word of-it.
- You-should-understand that-there-is danger in transgressing any rule, and-that-the more accurate the shorthand note, the more correct will-be-the transcript.
- I-understand that-the-transfer (of the) stock was-made at-the-end of-last September.
- 6. What-is-the nature (of the) transgression with-whichthe messenger is charged?

PHRASEOGRAMS.

I regard, I regret, I do not understand, your esteemed favor, I am in receipt of your esteemed favor.

Exercise 155. Read, copy, and transcribe.





Exercise 156.

Write in Shorthand.

The Manhattan Chemical Works.

Brooklyn, N. Y.

Gentlemen:

In-reply-to-your-esteemed-favor of-yesterday, the reason why we returned you-the barrel of zinc sulfate was because analysis showed that-it-was-not equal to-our sample, and was, therefore, quite useless to us. We-do-not-understand why it-was sent, since we-presume you-were aware that-such a quality would-not suit our purpose at-all. Please send us another barrel immediately, and-be careful to see that-it-is (of the) right quality.

Very-truly-yours,

LESSON 31.

DISSYLLABIC DIPHTHONGS.

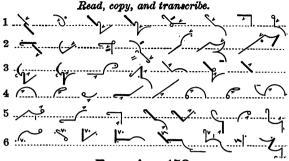
127. The following series of angular characters, written in the same places as the *long* vowels, is employed for the representation of dissyllabic (or two syllable) diphthongs:

128. It will be noticed that the first three signs point downward, while the second three point upward. These signs are used to express a long vowel followed by any unaccented short vowel; thus sol-fa'ist, la'ily, la'ily, samo'a, ru'in, bay'onet, la'ily, re'al, re'al, reinstate, wuse'um, draw'er, No'ah, No'el fow'el, fow'el, fow'ish.

129. Where a long vowel is followed by an accented short vowel, the y series of diphthongs is employed, or separate vowel signs are written; thus <u>M</u> geology,

130. Where two long vowels, for which there is no single sign, occur in succession, or where a diphthong is immediately followed by a vowel, the separate vowel signs are written; thus A Ohio, Louisiana, Louisiana, biography, diamond.

Exercise 157.



Exercise 158.

Write in Shorthand.

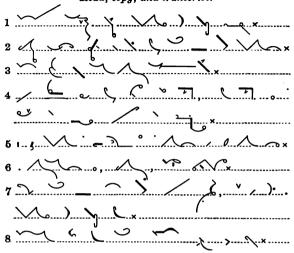
- The debt is repayable to-the purveyor in weekly instalments.
- The matter (of the) Gaiety Theater is-to-be left in abeyance.
- Kindly re-arrange the terms and see to-the re-insurance (of the) theatrical costumer's premises without delay.
- Your theory of minute forms may seem all-right, but in practice you-will-find a freer style will give you better results.
- The bestowal of-these honors upon-the principal (of the) college and-his coadjutor, Mr. Lewis Owen, has given great-pleasure to all-their pupils.
- The widower persists in-his denial (of the) charge of stealing the Jewish brewer's jewelry, but I-have an idea that I-shall prove my theory correct.

CONTRACTIONS.

better than, rather than, rather or writer, performed, performer, performation, informed, informer, information, thankful, thanksgiving.

Exercise 159.

Read, copy, and transcribe.



PHRASEOGRAMS.

I have to inform you please inform us,

please quote us, please let me know, please
let us know, please note, please forward.

Exercise 160.

Write in Shorthand.

- I-have-to-inform-you that-the report will go forward by-rail to-morrow.
- Please-quote-us for 5,500 copies in typewritten facsimile (of the) enclosed circular.
- Please-let-me-know if cotton is being held back in-your locality.

- Please-let-us-know when you-can deliver-the fifty bales of cotton, which-are still due.
- 5. Please-note-that bale No. 47 is-no better-than-the rest.
- 6. Please-forward immediately 30 pieces No. 85 Print.

Exercise 161.

Write in Shorthand.

Mr. Wm. Bryon, Milton. Mass.

Dear-Sir:

In-reply-to-your-esteemed-favor (of the) 8th, I-have-to-inform-you that-the sale (of the) property referred to takes-place on-the 26th inst. If-you desire further-particulars in-addition-to-those given in-the catalog enclosed, I should-be-glad to furnish them. Please-note that-there-is-no present-intention of disposing (of the) hotel on Ninth Avenue. I-can, however, inform-you of-some very-good hotel property which-is for-sale, if-you care to speculate in-that-direction.

Yours-very-truly,

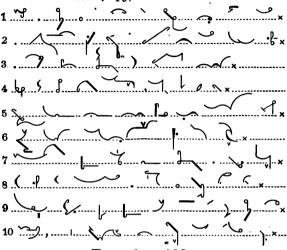
LESSON 32.

REVIEW.

- 181. (a) Light letters are halved for t; heavy letters for d; but a letter which is finally hooked, or which occurs in a word of more than one syllable, may be halved for either t or d.
- (b) The four letters _____ may be halved and thickened for the addition of d.
- (c) When a vowel intervenes between *l-d* or *r-d*, these letters must be written in full.
- (d) Final t or d, followed by a sounded vowel, must be written in full.
- (e) Half-sized t or d immediately following the letter t or d, is always disjoined.
- (f) Half-sized \([\sigma] \) is written as a contraction for ward, and \(\sigma \) for yard.
- (g) The halving principle is used in phrasing to indicate the word not or it.
- (h) The syllable tr, dr, or thr (and sometimes ture), is expressed by doubling the length of the preceding stroke.
- (i) The character is doubled in length for the addition of r; while is doubled for the addition of kr or gr.
- (j) The doubling principle is used in phrasing to indicate the addition of the word there or their.
- (k) A dot vowel may be indicated between a stroke and an initial hook by writing a small circle before or after the stroke.
- (1) A dash vowel may be indicated between a stroke and an initial hook by intersecting the vowel sign, or, where this is not convenient, by writing the vowel sign at the beginning or end of the stroke.
- (m) The w and y diphthongs are expressed by a small semi-circle.
- (n) The abbreviated w may be prefixed to downward I,
- (o) The angular signs _____ 7 are employed to express a long vowel followed by a short unaccented vowel.

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Exercise 162. Read, copy, and transcribe.



Exercise 168.

Write in Shorthand.

- I-hope-you-will-not-be annoyed at-my-request for--payment.
- 2. You-may-not-know that-the influence of-this-gentleman is enormous.
- 3. I-hope-you are at-all-times willing to-do your best forthe welfare (of the) house which-you represent.
- I-think-there-is room for improvement in-your methods of-work.
- I-must ask-you to be prepared, for-there-is sure to be a strict inquiry.
- I-am-directed to ask-you to attend here at seven o'clock this-evening.
- Please-note that-you-are to-deliver-immediately the goods named in-my-letter of-yesterday.
- Your-esteemed favor (of the) 4th is to hand, and-I-am--much-obliged.

LESSON 33.

PREFIXES.

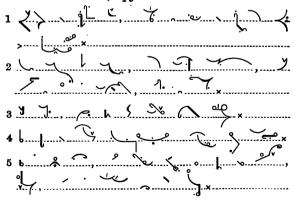
- 182. Con- or com-, when it is the first sound in a word, is expressed by a light dot, written at the commencement of the outline; thus ______ conspire, _____ commence, _____ console, _____ commit. Where the con- dot is employed, it should be the first sign written in the word.
- 134. Inter-, intro-, or enter- is expressed by nt joined or disjoined, as may be convenient; thus interfere winterline, introduce, introspection, entertain, enterprise.
- 135. Magna- magni- or magne-, is expressed by a disjoined ; thus <u>nagnanimous</u> magnificence, magnetize.
- 136. Self is expressed by a disjoined circle s; thus self-possessed, de self-defense, defense.
- in- is expressed by a small hook written in the same direction as the circle; thus inspiration, instructor, inscribe, inhabit, inhuman.

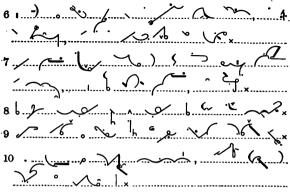
138. Except in the word — inhuman, and its derivatives, the small hook for in cannot safely be used in negative words, that is in words where in has the signification of not. It is allowed in — because this cannot be mistaken for — human. In other cases, in is expressed by — ; thus — inhospitable, — insuperable.

139. Negative words which begin with il-, im-, in-, or un-, are distinguished from the positive by repeating the first consonant; thus ______ legible, ______ illegible; ______ mortal, ______ immortal; ______ noxious, ______ in-noxious; ______ known, ______ unknown. Negative words commencing with ir- may generally be distinguished without repeating the r; thus ______ resolute, ______ irresolute. But it is sometimes necessary to repeat the consonant; thus ______ redeemable, ______ irredeemable.

Exercise 164.

Read, copy and transcribe.





Exercise 165.

Write in Shorthand.

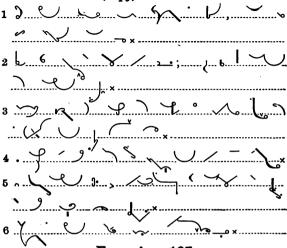
- I-am conscious that your misconduct may cause considerable confusion.
- If-you-can introduce a competent entertainer, I-will instruct the committee to pay him well.
- In-your magnificent self-esteem you forget-the magnitude of-your self-imposed task.
- 4. If-the instructor destroys the instruments, he-may cause irreparable mischief.
- I-am convinced that-my interposition is necessary to--remove-the misconception.
- 6. I-shall contrive to be present at-the company's meeting to-morrow.

CONTRACTIONS.

proficient-cy-ly, deficient-cy-ly, efficient-cy-ly inefficient-cy-ly, sufficient-cy-ly insufficient-cy-ly, observation, preservation. I inconsistent, inconsistency, inconsiderate, selfish-ness, incorporated.

Exercise 166.

Read, copy, and transcribe.



Exercise 167.

Write in Shorthand.

- 1, We guarantee to-keep a sufficient staff of teachers to-turn out thoroughly efficient stenographers.
- 2. We-test the efficiency of-every teacher by examination, so-that no inefficient person can find a place.
- 3. The tests are severe enough to-prove whether a man is proficient or deficient in-his-knowledge.
- 4. Our proficiency tests are the result of long years of observation and trial.
- 5. We-have-no selfish end in-view, our only object being -the preservation of a high standard in-the-school.
- 6. You-will-see, therefore, that your conclusions are both inconsistent and inconsiderate, and-we-trust you-will acknowleage-the inconsistency of-your position now that our unselfishness has been sufficiently proved to-you.

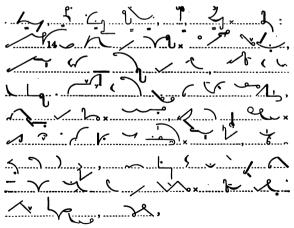
PHRASEOGRAMS.

sarly consideration, further consideration, further considered, take (taken) into consideration, shall be taken into consideration as soon as convenient, in consequence, and the contrary, on the contrary, to the contrary, at your early convenience, general manager.

The prefix con- may be omitted in any phrase similar to the foregoing.

Exercise 168.

Read, copy, and transcribe.



Exercise 169.

Write in Shorthand.

The Downes & Plewes Co., Inc., Congress St., Brooklyn, N.Y. Gentlemen:

On further-consideration I-have-decided to-accept your-offer (of the) premises in Sycamore Avenue. subject to possession being given by-the 1st September. give early-consideration ขอน-ขอ่ไไ possibility of-this being arranged, and let me know your decision as-soon-as-convenient. I-am-obliged to stipulate for-this condition in-consequence of-having to vacate my present premises bu-the date named. I-must ask-you to-take-into-consideration also the fact that I-shall-be--obliged to-make several alterations before-the premises are exactly suitable for-my-requirements. You appear to-think-me new to-this business, whereas, on-the-contrary, I-have-been engaged in-it for-the-last Trusting to-receive a reply at-your-early-convenience,

Yours-sincerely,

LESSON 34.

SUFFIXES.

140. The suffix ing is generally expressed by the stroke

, and ings by ; thus ______ placing,
______ guessing, _____ meanings; but
when the stroke is not convenient, ing is expressed by a
light dot, and ings by a light dash; thus ______ shipping,
______ plating, _____ waving, _____ winnings, _____ engravings,

141. The endings ality, ility, arity, etc., are indicated by disjoining the stroke preceding the ending;
thus ______ finality, ______ durability, ______ instability,
______ popularity, _____ regularity, _____ majority,
______ minorities.

144. The suffix -ly is generally expressed by joined or disjoined, as may be convenient; thus weetly, friendly, absolutely, confidently. The l hook may sometimes be used

in words ending in -ly; thus briefly, deeply, actively.

145. The suffix -ship, is expressed by , joined or disjoined, as may be convenient; thus citizenship, _______ clerkship.

146. The terminations -fulness and -lessness are expressed respectively by disjoined fs and ls; thus _____ usefulness, ____ uselessness, ___ lawfulness, ____ lawfulness, ____ lawfulness,

Exercise 170.

Exercise 171.

Write in Shorthand.

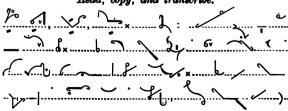
- 1. Replying to-your letter of-yesterday, we-are arranging to-forward-the couplings and connecting rods by--express this-evening.
- 2. In-reply-to-your-favor, we would-say that-the-majority (of the) designs are wanting in originality and attractability, and-we-fear they-will-not attain a popularity sufficient to warrant us in stocking them.
- 8. Candidly speaking, we-think-the patterns are badly designed, and-though-it-is distantly possible that--they-may sell well, we-think-we should-be acting imprudently if-ue bought them.
- 4 Please-note that-the-present order came through-the instrumentality of Mr.-Smith, and-is supplemental to-the one we received yesterday.
- 5. The delay (of the) scheme and-the abandonment (of the) first proposal caused great resentment.
- 6. The inspectorship (of the) sneorporated district was--given to-him in consideration of-his great ability. CONTRACTIONS.

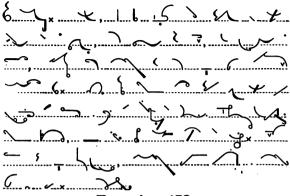
🕽 nover. 🔾 nevertheless. 🕂 notwithstanding. enlarge, V enlarged,

probable-ly-ity.

__ practice-d-al-ly, __ practicable, imperfect-ion. satisfaction. satisfactory. unsatisfactory.

> Exercise 172. Read, copy, and transcribe.





Exercise 178.
Write in Shorthand.

Mr. George Manning, St. Paul, Minn. Dear-Sir:

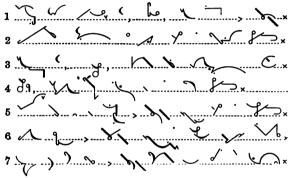
In-reply-to-your-favor of-yesterday we would-say that-we-never hesitate to-replace a machine which does-not give complete satisfaction. Nevertheless, where practicable we-like to assure ourselves that-the-imperfection was present when-the-machine left our hands. As a rule, this is very improbable, because we take every care to insure an absence of imperfection in every machine sent-out. We-are-satisfied, however, that in-the-present--instance, notwithstanding our care, there-has-been an oversight, probably on-the-part of-one (of the) new hands engaged since-we enlarged our works, and-we-shall-be-glad if-you-will return-the unsatisfactory machine at-our cost. It-is practically impossible that-such an error should-be committed again. It-is satisfactory to us to know that--you-will-not permit this accident to interfere with your friendship for our firm. We flatter ourselves that-you--recognize us as practical men, who-have always practised straightforward business methods. Respectfully-yours,

PHRASEOGRAMS.

I have concluded, satisfactory conclusion, unsatisfactory conclusion, under the circumstances, best of my ability, best of our ability, best of their ability.

Exercise 174.

Read, copy, and transcribe.



Exercise 175.

Write in Shorthand.

- I-am confident that under-the-circumstances you-will reconsider your decision, and-will accept-the consignment.
- Having considered all-the circumstances, I-have-concluded to-give you-the agency, and-I-hope-you-will exert yourself to-the best-of-your-ability to-make-it profitable to both of us.
- We-regret to-report that-the negotiations have come to an unsatisfactory-conclusion.
- We-assure-you that-the business shall-be looked after to-the best-of-our-ability, and-that-we-shall spare no pains to-bring-the-matter to a satisfactory-conclusion.

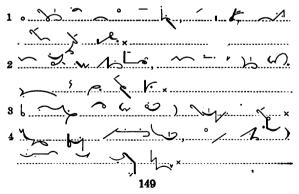
LESSON 35.

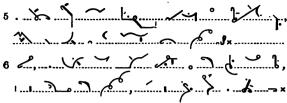
OMISSION OF CONSONANTS.

- 147. In order to obtain more facile outlines, certain medial consonants may be omitted, as follows:
 - (a) P between m and t, or between m and sh; thus prompt, stamped, redemption, presumption.
 - (b) T between the circle s and another consonant; thus postage, postage stamp, postpone, testimony.
 - (c) K or g between ng and t or sh; thus decided adjunct, anxious, sanction.

Exercise 176.

Read, copy, and transcribe.





Exercise 177.

Write in Shorthand.

Mr. Charles Warner, Cleveland. Ohio.

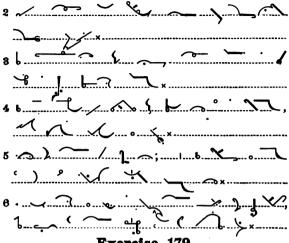
Dear-Sir:

Your-favor (of the) 4th is at hand. We-consider Barnes' offer almost a presumption. At-any-rate, it-is-no temptation to us to-sell, and-we-have promptly declined it. Please use-the strongest efforts to secure Anderson's order. You-can promise punctual delivery in a week's-time. The market here is very restless, and business is languishing in-consequence. We-note your remarks about-the sacks, and-will attend to-the-matter immediately.

CONTRACTIONS.

Yours-truly,

| | mistake, | | mistaken, | ا | domestic |
|---|-------------------------|--|-------------------|------------|--------------------|
| | character, | | | | |
| d | generalization, | ~ or | gan iz e-d | _6 org | anization |
| て | extinguished, | - di sti n | guish-ed, < | C reli | nqui sh- ed |
| 7 | covenant, | govern-e | d-ment, | mag | n et-ic-ism |
| ~ | _ magazine. E | xercia | se 178. | | |
| | Read, | сору, ап | d transcrib | e. | |
| 1 | | ـــــاــــــــــــــــــــــــــــــــ | > / | <u>~</u> : | |
| | | ۹. | , | | |
| • | | ······································ | /2 x | | ••••• |



Exercise 179.

Write in Shorthand.

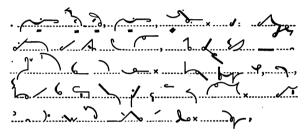
- We-regret-the mistake in forwarding you a description (of the) wrong cloth, and-we-have despatched a special messenger with-the correct details.
- We read in-the new magazine that the government has relinquished the claim to control the domestic policy (of the) ruler.
- 8. The distinguished speaker in-his generalization summed up-the character (of the) organization with characteristic ability, though-we-think he-was mistaken in-his condemnation (of the) recently signed covenant.
- 4. We-have organized a new system of-collection whichwe hope will reduce, if-it-does-not entirely extinguish,
 the losses on returns.
- 5. A magnet is a body which has the property of attracting iron and other magnetic bodies.
- The science of magnetism has been studied for many centuries.

PHRASEOGRAMS.

Ly just possible, Le just received, Last week, this week, next week, last month.

Exercise 180.

Read, copy, and transcribe.



Exercise 181.

Write in Shorthand.

Mr. S. Webb, New Orleans, La.

Dear-Sir:

We-have-just-received a cable informing us that-the-goods you-wrote about last-week have-been shipped and may-be expected here at-the-end of next-week. Last-month's sales, it-appears, were unusually heavy, and-there-was a little delay in obtaining exactly the material required. Our correspondents inform us also that-it-is just-possible that-prices will rise, and-that instructions must-be-sent immediately if-they-are to-forward a further supply at-present rates.

Yours-truly,

LESSON 36.

FIGURES.

148. Figures occurring in business letters, etc., are best represented by the ordinary Arabic numerals, on account of the great distinctiveness of the signs; but round numbers and dollars may be expressed by using the shorthand letters as follows:

- for hundred or hundredth; thus 4, 400.

 (for thousand; thus 5(, 5,000; 5, 500,000; 250(, \$250,000.
- for million; thus 4,4,000,000; 4,400,000,000.
- for billion; thus 2, two billions.

Dollars and cents may be written thus 716, \$7.16.

Exercise 182.

Write in Shorthand.

The Shah of Persia owns a pearl which is valued at \$650,000, and the Pope is said to-be-the possessor of-one worth \$80,000. Queen Victoria had a necklace of pink pearls which was worth \$80,000; but the ladies (of the) Rothschild family possess pearls of far greater value. Baroness Rothschild has a pearl necklace valued at \$200,000.

The cotton marketed since September 1 exceeds 121 million bales. The actual production cannot-have-been far short of 14,000,000 bales. Spinners' takings from September 1 to June 2 amounted to 10,269,000, of-which 2,514,000 were British, 3,815,000 Continental, etc., and 3,940,000 American and Canadian. It-is computed that-the-present supply, visible and invisible, amounts to

6,768,000 bales. The prospects for next year appear to be anywhere between 11,000,000 and 14,000,000 bales, but it-is-impossible to predict more closely than this.

We-have-your check for \$115.25, which-we-have-placed to-your-credit. Please-note-that since-we last wrote-you the price of steel has advanced \$1.25 per ton. Our price per gross of sharpeners is-now \$18, f.o.b. New Orleans or Boston.

Exercise 188.

Write in Shorthand.

Mr. C. N. Pitt,

Louisville, Ky.

Dear-Sir:

We should-be-pleased to-purchase the return or over issue copies of-your magazine and pamphlet publication as waste paper. We-send men to bag it up and take-it away and-we pay prompt cash. We also guarantee that-each and every copy received shall go to-our paper mill and-be destroyed.

If printed on rag paper we-will pay you 60 cents per 100 lbs. When you have an accumulation of 1,000 lbs. or over, if-you-will advise us by telephone or mail, we should-be-pleased to-send for-it.

This quotation is subject to change without notice.

Very-truly-yours,

Exercise 184.

Write in Shorthand.

Mr. S. A. Walker,

Minneapolis, Minn.

Dear-Sir:

We-enclose our check for \$7.50 which-will-be accepted in part payment of any suit or overcoat purchased at-our wardrobes, 290 or 314 Main Street, before September 25th.

At-this season (of the) year to dispose of-our surplus stock and-as an additional inducement to-you to-test the convenience and-character of "Semi-ready" tailoring, we-make this sincere and genuine offer.

"Semi-ready" means suits ready to-try on, finished to order, no ugly misfits, no delays. Our system is-not an experiment, as-in five years we-have established and-now operate twenty-nine wardrobes in-the United States and Canada.

All-prices are woven in-the inside breast pocket. Suits \$20 to \$40. Money back if dissatisfied.

Respectfully,

CONTRACTIONS.

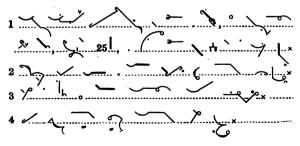
captain, capable, incapable,

appointment, disappointment, attainment
or atonement, centertainment, contentment,

indignant-ation, resignation, antagonistic-ism, inscribed, inscription, instructive,
instruction, example, unexampled.

Exercise 185.

Read, copy, and transcribe.





Exercise 186.

Write in Shorthand.

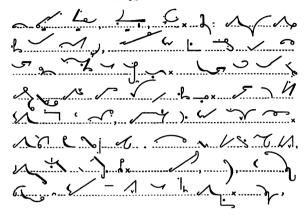
- We-believe-that Captain Walker has declined to inscribe his name on-the register of-members (of the) club.
- The resignation of so capable a man has been a greatdisappointment to-the-members.
- I-understand he-is indignant at-the treatment given to-his late antagonist.
- 4. He-thinks-the committee are incapable of-making sufficient atonement for-their conduct.
- 5. His example may-be followed by-others, so-that I-fear-the proposed entertainment will-be impossible now.
- 6. This period of inactivity is quite unexampled in-the -history (of the) company.
- 7. The appointment of Mr. Black as assistant general-manager may alter the present state of things, and possibly produce contentment in-the-minds (of the) shareholders.
- 8. It-may-be-that-the amount you-mentioned was \$25.50, or a little over.

PHRASEOGRAMS.

in regard to, I with regard to, having regard to, with respect to, with relation to, in relation to, with reference to, I have received.

Exercise 187.

Read, copy, and transcribe.



Exercise 188.

Write in Shorthand.

Mr. W. C. Shaw, Memphis, Tenn.

Dear-Sir:

In-reply-to-your inquiry with-regard-to our special grade index cards, we-enclose-herewith several samples with prices marked on each. Having-regard-to-the fact that-you-are likely to-take large quantities, we-have-quoted-you very-low-prices. With-reference-to your observations as-to-the extension (of the) system, we-may-say that-we-have-received letters from all parts (of the) country assuring us that-it gives the utmost satisfaction. We-shall-be-glad to-hear further from-you in-relation-to-the typewriter supplies for-which-we-quoted-you last week.

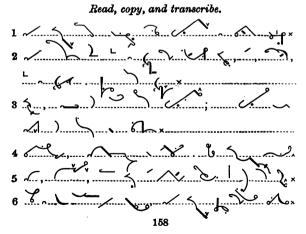
Respectfully-yours,

LESSON 37.

COMPOUND WORDS.

| 149. Compounds of here, there, where, etc., are written |
|---|
| as follows. |
| hereat, hereto, hereof, herewith, |
| heretofore, herein, hereon, hereat, |
| thereto, |
| whereat, whereto, whereof, |
| wherewith, wherein, whereon, |
| whereas, whereabout, I inasmuch, |
| furthermore. |

Exercise 189.



Exercise 190.

Write in Shorthand.

- We-enclose-herewith-the specimens whereof we spoke, and whereto we ask your attention.
- The documents whereon we rely, and wherein you-will-find our case fully stated, are enclosed-herewith.
- The facts-(of the)-case were laid before-him last Christmas or thereabouts, whereat he-was surprised, and whereon he expressed his views in-the-letter herein enclosed.
- 4. We-have-your-letter (of the) first-instant, and-the accounts therein referred to are enclosed-herewith.
- We-call your attention thereto, and entrust the consideration thereof to-yourself and partner.
- I questioned the information whereof he spoke, and-I-sent him your-letters, pointing-out that-therein he-would find-the true statement-(of the)-case.
- Hereat he-was, it-seems delighted, and hereto he-drew-the attention (of the) members, whereat they-were-pleased, and whereupon they withdrew their opposition.
- 8. Please-note-that-the-goods named in-the-order enclosedherewith must-be delivered forthwith.

Exercise 191.

Write in Shorthand.

Mr. Abraham Samuels,

St. Louis, Mo.

Dear-Sir:

Will-you let-us give you information wherewith youcan save from twenty to fifty per-cent. in-your Billing
and Order Department? The information offered herewith is yours for-the asking. See slip attached hereto.
Would thank-you for an acknowledgment.

Yours-very-truly.

Exercise 192.

Write in Shorthand.

Mr. Benjamin J. Neale, St. Joseph, Mo. Dear-Sir:

discharge-d,

Herewith we have-the-pleasure to enclose our new price-list, wherein you-will-find particulars of-several lines that should appeal to-you. You-will-see-the details whereof we speak on page 44. Respectfully-yours,

CONTRACTIONS.

displeasure, dissimilar,

expensive, extraordinary, manufacture- d. extravagant - ce, _ manufacturer, I intelligent, I intelligence. intelligible, advertise-d-ment. Exercise 193. Read, copy, and transcribe. × 5, 16 % 46 7 7 6 6, 1 7 2 7 2 6 6 0, 2 6 7

Exercise 194.

Write in Shorthand.

Mr. Charles Sellers, Detroit, Mich.

Dear-Sir.

After an extraordinary expenditure of-time and money, we-have-succeeded in manufacturing an article which-will-prevent-the extravagant waste of starch which--now goes on in-our public and private laundries. article is entirely dissimilar to anuthing hitherto invented. It-is-not-expensive, and-we-believe it-will-be largely taken-up by manufacturers, dvers, and finishers, immediately it-is put on-the market. We want an intelligent man to-represent us at-the approaching Exhibition; a man of-quick intelligence, able to explain intelligibly the merits (of the) new invention, and who--would discharge in-the best possible-way the duties of--our agent on-the-spot. We-understand that-you would--be willing to-consider an offer of-such an appointment. and-we should-be-glad to-have-you call-upon-us some day next-week to discuss-the-matter. With-regard-to your complaint about-the borax, we-think-you had cause for--your displeasure, and-we-will-see-the manufacturer.

Respectfully-yours,

Exercise 195.

Write in Shorthand.

Mr. Clement Newton, Dayton, Ohio.

Dear-Sir:

May-we advise you to-try-the expenditure of a few dollars on an advertisement in-our columns? You-will-find-the cost not extravagant, while-the result, we-are confident, will-be very satisfactory. We-know-the old ways of displaying advertisements, and-we adopt entirely different methods, less expensive, and far more effective. We-enclose our rates, and-trust to-hear from-you.

Yours-truly,

LESSON 38.

INTERSECTIONS.

150. The shorthand writer may provide himself with brief, distinctive, and easily written outlines for the titles of companies, officials, etc., and for frequent colloquial phrases, by employing the principle of intersection, or the writing of one stroke consonant through another, as in the examples which follow, and from which the student may devise similar phraseograms to suit his requirements. Thus \ may be used for for bank: for attention: department: for Journal: __ for company: (for authority;) for society; / for railroad; \ \ for arrange-d-ment; etc.; as ____ political party, ____ party, question, & Bank of New York, & National Bank, ... my attention has been called, 1 ask attention, wagon department, ____ shipping department, Pitman's Journal, Lournal of Commerce, Hazel & Co., . . The Jones Publishing Co., local authority, medical authorities, here dramatic society, Pennsylvania R.R., South Carolina R.R., I shall arrange, I have arranged, please make arrangements. When the direction of the letters will not allow of intersection, the second stroke may be written close to or under the first; as Knox & Co. 162

Exercise 196.

Write in Shorthand.

- The party leaders are to-meet to-morrow-evening tomake arrangements for-the coming election.
- The manager (of the) State Bank writes to-the "Engineering Journal," calling attention to-the new savings department.
- The New York Publishing Co., has issued a new catalog of-its works.
- The medical authorities declare the port absolutely free from-the plague.
- The Baltimore Musical and Dramatic Society gives its first entertainment (of the) season to-morrowevening.
- A big increase is reported in-the traffic returns (of the)
 Missouri Pacific Railway.
- 7. I-will arrange-the matter as I-have arranged it before.

CONTRACTIONS.

individual, pinvestment, pinterest, pinterested, uninteresting, pinterested-ness, applicable-ility, astonish-ed-ment, certificate contingency.

Exercise 197.

Write in Shorthand.

Mr. R. Mason, Toronto, Can.

Dear-Sir:

Referring to-the individual who called last-week respecting an investment, it-may interest-you to know that-we-have discovered, to-our astonishment, that-the-man has since left-the country. We-were-told by a perfectly disinterested person that-the stranger had had a far

from uninteresting career. He won a high-speed certificate when-he-was sixteen years old, and when-his father died was left with sufficient funds to-meet any ordinary contingency. He lost much money, however, and seems to-have intended to-make a safe investment (of the) remainder. We-now see-the applicability of-his remark about not having "all-your eggs in-one basket," though-we-could-not make-it applicable to-his business at-the-time. We-will let you know if-we hear anything-further about-him.

Respectfully-yours,

Exercise 198. Write in Shorthand

Mr. George Hewson, Cumberland, Md.

Dear-Sir:

We-desire to-call your-attention to-the fact that-thisis-the-most appropriate time for placing contracts for
advertisements. Knowing that-you-are-interested in-thismatter, we-take-the-liberty of enclosing a pamphlet
explaining our latest methods of distributing circulars,
etc., and-we-hope-you-may-be inclined to put our methods
to-the test. We-have a staff large enough to-meet any
contingency.

Yours-very-truly.

Exercise 199.

Write in Shorthand.

Mr. James Lee, Richmond, Va.

Dear-Sir:

We-are astonished to-learn that your certificate hasnot-yet reached you, and-we-are making inquiry (of the) framer. He-is usually a very prompt individual, andnos-can scarcely think-he-has neglected our instructions.

Respectfully-yours,

LESSON 39.

DISTINGUISHING VOWELS.

151. Regular and systematic practice in the writing and reading of shorthand characters, with a careful following of the rules for the indication of vowels. will enable the student to dispense with vocalization to a Nevertheless, he should not hesitate to insert a vowel where it seems necessary for the sake of distinction, as, for instance, in such words as _____ ladv (to distinguish it from load), enemy (to distinguish from name), extricate (to distinguish from extract). An uncommon proper name, too, should always be vocalized when written for the first time, though the outline may be left unvocalized should the name occur again in the same matter. Speaking generally, the stenographer should rather err on the side of overvocalization than run any risk of illegibility by omitting necessary vowels.

Exercise 200.

In this exercise the italic letters indicate the vowels which should be inserted.

We should-neither accept any theories nor adopt any views, however voluble the advocates of-such-may-be except we-are convinced that-they-are authorized, and-have-been tested and attested by-those upon whose veracity we-can rely, or unless our-own reason approves of-them and-we-have ample proof that-though they-may-have some defects, their adoption will-be valuable to us in-the-main, that-we-may employ them to-the benefit of-ourselves and others, and-that-they-will-be readily available on occasions of necessity. No matter how apposite the arguments may appear which-are adduced to-move us from an opposite opinion, we should-be as adamant in the face of any demand upon-the feelings,

which-our reason does-not sanction. Thus, any attempt. to-tempt us to foolish actions will-only end in-the failure (of the) tempter. We-have-been endowed with mental faculties far-and-away above those with-which-the lower animals are endued, in-order that-we-may protect ourselves from-our enemies. and may add to-our happiness. It-is a fact, however, that-such-is-the effect of-persuasion upon some persons of weak will that-they become as mere wax in the hands of those who would lure them to--ruin. With-such people it-seems only necessary for a fluent rogue to advance an alluring prospect of an affluent position at-little cost, and-they fall at once, without a defence, into-the trap set for-them. Is-not-this-the secret of almost every-successful fraud we-have-heard or read of in-any-nation? There-are, glas, too-many--persons who-make-it their vocation or avocation in life to dupe others less able than themselves. They-have no feelings of honor, or else would-not prey on-the failings of-those around. They despise veracity, and-their greed for gold amounts almost to voracity. To obtain possession of-riches they-make light of-every opposition, and are slow to admit themselves beaten. They-are averse to honest labor, and-yet they spare no pains to become versed in-the cunning arts necessary to-extract money from their victims, and to-extricate themselves from the consequences of-their illegal actions. They devise a plot, and, under-the semblance of advice, they operate on-the greed and-credulity of ignorant persons, and--having thrown them off their guard, lead them into foolish adventures. Truly "A fool and-his money are easily parted." We should-not attach too-much importance to a scheme because-it-is introduced with a flourish of fair words, nor should-we touch any speculative affair without first subjecting it to an accurate examination. If-we-could only examine the annual returns of failures and analyze their-causes, we should-find that many are attributable to an utter absence of judgment in the conduct of business, and an over confidence in-the nicety and honesty of-others.

CONTRACTIONS.

demonstrate, ? remonstrate, ? ministry, originally, familiar-ity, preliminary, singular, % indispensable-y.

Exercise 201.

Write in Shorthand.

- I-think-the railroad company's representative wasmuch too familiar, and I-shall remonstrate with him on-the first opportunity.
- 2. It-is singular that-they should choose such a time to demonstrate their strength.
- 3. It-was originally his intention to-join the ministry, but he-was obliged to abandon the idea.
- 4. The original owner was a very singular individual, who never indulged in familiarity with anyone.
- An indispensable preliminary was-the signing (of the) register at-the door (of the) hall.
- It-is indispensably necessary that-you-should be--present at-the meeting to-morrow.

Exercise 202.

Write in Shorthand.

Mr. Richard Young, Milwaukee, Wis.

Dear-Sir:

Replying to-your-favor (of the) 1st inst., the original (of the) document to-which-you-refer may-be-seen here, after a preliminary examination of-your credentials. This-is an indispensable condition, and-it-is singular that-you-should-not-be familiar with-it. The circumstance would appear to show that-you-are a stranger in-this district. We should-be-pleased, however, to see-you whenever you care to-call.

Yours-truly,

LESSON 40.

SIMILAR WORDS.

152. There are some words which have outlines or their own; that is, they are readily recognized by their distinctive forms, which it is difficult to read for any but the words they are intended to represent. There is nothing to be gained by writing such words in position according to the rules given in the early chapters of this book, and they may, therefore, be written on the The following are examples of such words: instincts, disqualifies, by distinction, pronounce, miserably, fortunately. 153. The following list of similar words, distinguished by a difference of outline, is selected from the longer list given in "Isaac Pitman's Shorthand Instructor:" petrify. putrefy; passionate, patient; purpose, propose, perhaps; appropriate, property, propriety, purport; appropriation, preparation; profer, prefer; provide, persecution, persecution; detriment-al, determined; debtor, editor; defray, 🗸 defer; 7 courage, 🖊 carriage; factor, factory; favored, favorite; staid, steady; considerate, 9 considered; unavoidable, wimpatient;] inevitable; / learned (verb), / (adjective); regard, regret. Pure and poor, and derivatives of these words, are written in the third position, and are distinguished thus: pure, 168

purely, pureness; poor, poorly, poorly, Exercise 202

Write in Shorthand. The distinguished words are printed in SMALL CAPITALS.

- 1. A man of-his distinction in learning can easily say whether-the thing will putrefy or petrify.
- 2. The PASSIONATE behavior (of the) MISERABLE fellow contrasted strongly with-the PATIENT bearing of-his companion.
- 3. PERHAPS you PROPOSE to accomplish your PURPOSE in-another-way.
- 4. We-consider it very APPROPRIATE that-the-PROPERTY should go to a man of-such propriety.
- 5. What-is-the PURPORT (of the) APPROPRIATION for -which-you-are making such careful PREPARATION?
- 6. If-you prefer to-proffer your services free of--charge, I-shall DEFER my-proposal to-DEFRAY your expenses.
- 7. The presence (of the) ladies will-provide an air of-quietness that-is sure to-PERVADE-the whole conference.
- 8. I-fear-the PROSECUTION has become a PERSECUTION. and-that-they PROSECUTE the case now rather to PERSECUTE the UNFORTUNATE man than to-secure justice.
- 9. The POORNESS (of the) bread was compensated by--the PURENESS (of the) milk.
- 10. I REGARD the EDITOR as my DEBTOR for the --amount, but I-REGRET to say he does-not recognize my-claim.
- 11. The STEADY COURAGE (of the) STAID student in stopping the CARRIAGE won-the admiration (of the) FACTOR, and-the youth is-now engaged at-the FACTORY.
- 12. We-were-favored with an impassioned address from our favorite speaker, who, impatient at what-he CONSIDERED-the want-of CONSIDERATE treatment by-the mayor, gave us a rousing discourse

- 13. It-was inevitable, in-the unavoidable absence of Mr. Brown, that-you-should resume your position and reassume the control (of the) factory.
- FORTUNATELY, his INSTINCT as a scholar led him to--PRONOUNCE-the words properly, or he-would-have--been DISQUALIFIED.

CONTRACTIONS.

indescribable, — indiscriminate, — sensible-ility, — peculiarity, — perpendicular, — perpetual-ly, — proportion-ed, — proportionate-ly, — establish-ed-ment.

Exercise 204.

Write in Shorthand.

- (a) Dear-Sir: The peculiar novelty about which-you inquire is simply indescribable in a letter, as we-are perpetually informing inquirers. We-have-just established a branch in New York, where you-can inspect-the article at any-time. Respectfully-yours,
- (b) Dear-Sir: The indiscriminate attacks which-you have-been pleased to-make upon-the management of-this establishment are altogether out-of proportion to-the gravity (of the) mistake we made, and-we appeal to-you to discontinue them at-once. Respectfully-yours,
- (c) Dear-Sir: Replying to your-letter of-yesterday, we-think your-writing is too perpendicular, and-that-you do-not observe a due proportion in-the-size (of the) letters. Your downstrokes are by-no-means proportionate in length to-the horizontals, and you-are rather indiscriminate in-the-use of-phrases. The most sensible plan for a man of-your sensibility would-be to-take a course of-private lessons, and-we-shall-be-pleased to see-you with a view to-this. We-do-not propose to establish a branch in-your town at-present. Yours-respectfully,

The following letters to be written in Shorthand.

Exercise 205.

Messrs. L. Baring & Co., Indianapolis, Ind. Gentlemen:

We-are-deeply sensible of-your-kindness in giving us-the information set forth in-your-favor (of the) 10th inst., and-we-shall-be-pleased to-reciprocate at any-time when-it-may-be in-our power to-do-so. The business is a peculiar one, and-we-have to be careful not to-take an undue proportion of-risk by indiscriminate haste. Thanking you again for-your courtesy, we remain,

Yours-very-truly.

Exercise 206.

Mr. G. E. Heeney. Savannah, Ga.

Dear-Sir:

We-have-your-letter of-yesterday, and-we-are looking into-the-matter. We-are quite unable at-present to-explain-the cause (of the) trouble with-the last consignment. but-we-will write you-again in a day or-two.

Yours-truly.

Exercise 207.

Messrs. Stainer & Co., Boston, Mass. Gentlemen:

We-are-much-obliged for-your information about-the stain. and-we-enclose-herewith trial order for five gallons of-No. 8, quality, dark. We-shall-be-glad if-you-will also send a specimen (of the) work of-No. 5a.

Yours-truly,

Exercise 208.

Mr. H. A. Carey, Washington, D.C.

Dear-Sir:

We-take-pleasure in-enclosing you a card herewith, upon presentation of-which at our Mineral Spring Pavilion, we will-be-pleased to-serve you with any of-our artificial mineral waters in-which-you-may-be particularly interested, and-will give you any-information you-may desire.

Our waters are compounded according-to-the standard analysis (of the) various natural springs, and are manufactured only with chemically pure salts and distilled water.

We-feel that-the fact that our waters are prescribed by, and used in-the families of-over eighteen hundred physicians in-this state, should-be a sufficient guaranty of-their purity and wholesomeness.

This pavilion was erected in 1904 at-the request of numerous physicians, and is used during-the early morning hours by patients who-have-been sent there by-their physicians to-take one (of the) various cures, and derive, at-the-same-time, the benefit of exercise in-the open air.

Yours-respectfully,

Exercise 209.

Mr. C. Singer, New York, N.Y.

Dear-Sir:

The Department of Education, Corner Park Avenue & 59th Street, Borough of Manhattan (where specifications may-be obtained), invites bids until 8 p.m., Sept. 14th, 1905, for furnishing and delivering text-books, maps, globes, charts, pictures, etc., for-the Day and-Evening Elementary Schools, the Day and-Evening High Schools, and-the-Training-Schools (of the) City of New York.

We-will-be-pleased to arrange for-the execution of Bid Bond required.

Yours-very-truly,

THE GRAMMALOGS AND CONTRACTIONS.

Arranged in the order in which they are given in the preceding pages.

LESSON 1. a.or an, 4 the, all, too or two, of, to, owe or Oh! he, on, but. LESSON 2, awe or ought, who, (up) and, or buy, be, to be, at, it, up, by LESSON 3. had, do, different-ce, ____ much, / which, ___ each, ___ large, ___ can, __ come, __ go or ago, __ give-n. LESSON 4. half, if, have, thank-ed, (think, _(_ youth, _ though, (them or they. LESSON 5. V I or eye, A how, Why, A sye (yes), __ beyond, a you, _ with, a when, what, would, LESSON 6. ____ saw,) so or us, ____ see or use,) was, ...) whose or use, I shall, wish or she, ノ usual-ly. Lesson 7. o as or has, o is or his, because, ___ itself, 6 those, 6 this, these or thus, me or my, him or may, myself, him-

self, are, our or hour, we.

LESSON 8. o first, most, must, influence, influenced, next, in or any, no or know, own.

LESSON 9. O as his, o is as, o this is or themselves, o ourselves, special-ly, speak. esveral, buse.

LESSON 10. language or owing, thing, young, ___ anything, __ nothing, __ something, or, your, ___ year, \(\simeq \text{New York.} LESSON 12. ___ apply, able, ___ belief or believed, __ at all, f tell, _f__ till, f deliver-ed-y, _ call, _ equal-ly, _ dollar-s, _ doctor, dear,]... during. LESSON 13. C for, ___ over, C ever-y, _C evil, (other, more or remark-ed, remarkable-y, mere or Mr. ___ nor, ~ near. LESSON 14. 7 from, 7 very, however, their, there, or they are, _____ through, ____ therefore, _____ principle or principal-ly, ____ liberty, ___ member or remember-ed, ___ number-ed. LESSON 15. Strength, truth, ____ true, / chair, sure, ____ surprise. LESSON 16. happen, upon, been, done, down, general-ly, done, often, C Phonography, phonographer, phonographic, within. Lesson 17. ___ approve, __ above, ___ out of, advantage, ___ difficult, ___ difficulty, / wnich have, one, opinion, altogether, together. LESSON 19. architect-ure-al, neglect-ed, v prospect, object, subject, expect-ed, unexpected-ly, respect-ed; a streed

or suspicious, \(\square\) inspect-ed-tion.

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LESSON 20. ____ signify-ied-ficant, ___ significance,
signification, insignificant, insignificance,
S— subscribe-d, S— subscription, S— superscribe-d,
superscription, wowledge, acknowledge.
               will or well,
important-ce, improve-d-ment, impossible,
improvements, whether, unquestionable-y,
of yesterday, L January,
                                       February.
November, L December, O United States.
 LESSON 22. Perspective, prospective,
productive, obstructive, objective, sub-
jective, destructive, nespective, irrespective,
retrospective, respectively, - defective,
 executive.
LESSON 28. abstraction, bobstruction, subjection, objection, destruction, construction,
uniform-ity-ly, unanimity-ous.
 LESSON 24. Revd. or revenue, regular,
 irregular, public-sh-ed, publication,
republic, republican, repugnant-ce,
represent-ed, representation, representa-
tive, \nearrow responsible-ity, \searrow irresponsible-ity.
 LESSON 26. ___ quite, _ could, __ God, _ good,
___ according, according to or cart, _ cared, __ guard,
_ great, ___ called, _ cold, or equalled, _ gold,
 cannot, - account, __ gentleman, / gentlemen,
happened, ___ particular, \( \cappa \) opportunity, ___ child,
instant, (inst.), ___ not, _ nature, ___ natural-ly,
```

LESSON 27. S build-ing or able to, I told or till it, I tried, I foward or trade, I did, I did not, had not or do not, ____ after, __if it, ___ thought, shet, (without,) third, sent, sent, send, somewhat, short, might or met, meeting. LESSON 28. \(\spirit, \(\sigma \) secret, \(\sigma \) may not or amount. hand, word, wait, yet, want, won't or went, wonderfully LESSON 29. commercial, financial, especial-ly, C essential-ly, winfluential, un influential, substantial-ly, unsubstantial-ly, controversy-sial, circumstance, circumstantial, immediate, immediately, prejudice-cial. LESSON 30. passenger, danger, dangerous. stranger, 7 messenger, 5 manuscript, L transcribé, L transcript, L transcription, I transfer, L trangress, L trangression, b transmission, T understand, T understood. September, whenever, whatever. LESSON 31. p better than, rather than, rather or writer, performed, perreform-ed, inform-ed, performs-ance, reformer, reformation, information, ____ thankful, informer, thanksgiving. Lesson 82. proficient cy-ly, deficient-cy-ly, efficient-cy-ly, inefficient-cy-ly, sufficient-cy-ly, -cy-ly, insufficient-cy-ly, observation, Y preservation, I inconsistent, inconsistency, L'inconsiderate 9 selfish-ness, unselfish-ness. incorporated.

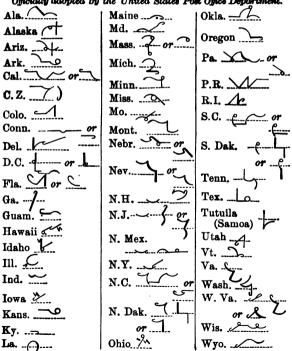
LESSON 84. never, enevertheless, at notwithstanding, & enlarged, & probable--ly-lty, practice - d - al - ly, practicable, friendship, imperfection, satisfaction, satisfactory. Junsatisfactory. Lisseon (2. 35.0) (27.7) mistake (3.77.7) mistaken, domestic, Character, CT27. characteristic, description, generalization, organized, organization, C extinguished, b distinguish--ed, C colinquished, Covenant, T governed-ment, ___ magnet-ic-ism, ___ magazine. Lesson 36. captain, capable, incapable, appointment, disappointment, attainment or atonement, I entertainment, b contentment, indignant-ation, resignation, antagonist-ic-ism, inscribe-d, inscription, instructive, U instruction, example, unexampled. LESSON 87. J. discharge-d, displeasure, dissimilar, - expenditure, extraordinary, cextravagant-ce, facture d, manufacturer, J intelligent, J intelligence, Z intelligible, L advertise-d-ment. LESSON 88. individual, investment, interest, f interested, uninteresting, disinterested-ness, applicable-ility, astonish-ed-ment, certificate, contingency. LESSON 89. 👆 demonstrate, 🦯 remonstrate,

ministry, original-ly, familiar-ity, preliminary, singular, indispensable-ly.

Lesson 40. indescribable, indiscriminate, sensible-ity, peculiar-ity, perpendicular, proportionate-ly, establish-ed-ment.

CONTRACTIONS FOR NAMES OF STATES AND TERRITORIES.

Officially adopted by the United States Post Office Department.



FIFTY PRINCIPAL CITIES ARRANGED ACCORDING TO POPULATION.

| New York |
|-----------------------|
| Chicago (Ill.) |
| Philadelphia (Pa.) |
| St. Louis (Mo.) |
| Boston (Mass.) |
| Baltimore (Md.) |
| Cleveland (Ohio) |
| Buffalo (N.Y.) |
| San Francisco (Cal.) |
| Cincinnati (Ohio) |
| Pittsburg (Pa.) |
| New Orleans (La.) |
| Detroit (Mich.) |
| Milwaukee (Wis.) |
| Washington (D.C.) |
| Newark (N.J.) |
| Jersey City (N.J.) -} |
| Louisville (Ky.) |
| Minneapolis (Minn.) |
| Providence (R.I.) |
| Indianapolis (Ind.) |
| Kansas City (Mo.) |
| St. Paul (Minn.) |
| Rochester (N.Y.) |
| Denver (Colo.) |

Toledo (Ohio) Allegheny (Pa.) Columbus (Ohio) _______ Worcester (Mass.)Q... Syracuse (N.Y.) New Haven (Conn.) Paterson (N.J.) Fall River (Mass.) St. Joseph (Mo.) ----Omaha (Neb.) Los Angeles (Cal.) Memphis (Tenn.) Scranton (Pa.) Lowell (Mass.) Albany (N.Y.) Cambridge (Mass.) ---Portland (Ore.) Atlanta (Ga.) Grand Rapids (Mich.) Dayton (Ohio) ----Richmond (Va.) Nashville (Tenn.) Seattle (Wash.) Hartford (Conn.) Reading (Pa.)

REPORTING GRAMMALOGS.

ARRANGED ALPHABETICALLY.

| A | awe | 1 1 1 |
|--|--------------|------------|
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| able to Single | Be | |
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| according | been | Dearl_ |
| according to | belief | deliver |
| account - | | delivered |
| advantage 1 | believe | delivery |
| after | believed S | didl |
| ago | beyond | did notJ. |
| sh! | build\$ | difference |
| -11 | building | different |
| amount | 18 at | difficult |
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| an | | |
| and | | do not |
| any | Call | doctor 1 |
| apply <u>\</u> | called | dollar |
| approve 🦠 | can | dollars |
| art | cannot | done |
| are | care | down |
| as | cared - | during] |
| as has | cart | |
| as his | chair | E |
| as is O | cheer | each/ |
| at | child | eh? • |
| at all | Christian | equal |
| away | Christianity | equally |

| equalled = ; | half | in |
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| every L | happen | iso |
| evil/ | happened | is asO |
| eye | happy | is hisQ |
| F | has o | it |
| First | has his | itself |
| for . | have | |
| from | he" | K |
| 110III <u>X</u> | heaven | Know _ |
| G. | high 🙎 | L |
| General | him 🗻 | Language |
| generally/ | himself | large |
| generation | ا کا دیک سامید his | larger |
| gentleman | his isO | let |
| gentlemen/_ | holy 📶 | liberty |
| give | hour | light |
| given | house | Lord |
| glorified - | how | M |
| glorify | however | May |
| glory _ | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ | may not |
| go | II | me |
| God | if | meet |
| gold _ | if it | meeting |
| good _ | importance | member |
| great - | important | mere |
| guard | improve - | met |
| н | improved | might |
| Had | | more |
| had not | improvements | |
| more apolitica | I rmbro someurs Zuo" | 111000 |

Mr _____ much ____ must ____ my ____ myself ____

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of ____
of ____
of ____
of ____
on ____
one ____
opportunity ____
or ____
other ____
ought ____
our ____
ourselves __Q_

out ___ out of ____ over ___ owe ___ owing _ own ____ P Particular Phonography. pleasure _______ principal ____ principally principle ____ puta.___ Quite ___ R Religion __/_.

remember ______ remembered _____ S Saviour ______

saw)
Scripture secret o-

strength _______sure ________

spirit ____

special ______specially ______.

thank (thanked (that (the their) them (

themselves __6_

| there |
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| therefore) |
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| through |
| or threw |
| thus |
| thy |
| thyself |
| tillf |
| till it |
| to |
| to be |
| toldf • |
| too |
| toward1_ |
| trade |
| tried |
| true |
| truth |
| two |
| |

```
U
Under -
up 📐
upon ____
use (noun) _____
use (verb) ....)...
usual _____
usually _______
Very ______
Wait ____
want
was ______
way 🖳
we .___
weight ____
well ____
went _____
what ...
when __c_
whether ____
which _/_
```

which have

```
while _____
whither
who ____
whose ____
why ____
will ___
wish ....
with ___
within ___
without ... C ...
won't _____
word ....
would ____
     Y
Yard ____
уе ___
year ____
yes ____
yet ____
you .....
young ....
your ____
youth ...(....
youths ....
```

LIST OF CONTRACTED WORDS.; ARRANGED ALPHABETICALLY.

The following list contains also the Contracted Words which appear in "Isaac Pitman's Shorthand Instructor."

| " allow with | INT & DITOI BURE |
|---------------------------------------|-----------------------------|
| Abstraction | certificate |
| acknowledge-d | character |
| administrator ~ | characteristic |
| administratrix | circumstance |
| advertise-d-ment | circumstantial 🕡 |
| agriculture-al | commercial |
| altogether | constitution-al-ly |
| antagonist-ic-ism | construction U |
| anything | contentment |
| applicable-ility - | contingency γ_{η} |
| appointment | controversy-sial |
| arbitration | covenant stross-examine-d |
| architect-pre-al | cross-examination |
| aristocratic-acy | Danger |
| archbishop \(\frac{1}{2} \) | dangerous |
| assemble-d-y | 1 |
| astonish-ed-ment | December - |
| at tain ment | defective |
| Baptize-d-st-sm | defendant L |
| benevolent-ce | deficient-cy |
| benig nant | degeneration / |
| better than | democracy |
| Cabinet | demonstrate |
| Calvinism | description 6 |
| capable | destruction |
| captain | destructive |
| catholic \(\nabla_{\text{catholic}}\) | difficulty 1 |
| celestial | dignity-fied |

disappointment | discharge-d disinterested-ness displeasure dissimilar d distinguish-ed doctrine domestic L Ecclesiastic-al efficient-cv-lv enlarge-d \forall entertainment enthusiasm-ast-astic episcopalian especial-ly esquire essential-ly establish-ed-ment evangelical \ everything (example ... exchequer executive ' executor executrix _ expect-ed expenditure expensive extemporaneous extinguish-ed. extraordinary

extravagant-ance Familiar-ity \ February financial \ friendship Generalization govern-ed-ment Henceforth & holiness 🗸 Immediate ~ immediately imperfect-ion impossible impracticable _ impregnable 🦳 imperturbable improbable-bly-ility incapable ` inconsiderate inconsistent inconsistency incorporated indefatigable indenture independent-ce : indescribable indignant indiscriminate indispensable individual . inefficient-cy-ly influence 🗀

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influenced ... influential ` inform-ed informer ` information ` inscribe-d 3 inscription 5 insignificance insignificant inspect-ed-tion instruction instructive insubordinate-tion insufficient-cv-lv intelligence intelligent 7 intelligible . intemperance interest-ed investment irregular irrespective January (journalism . iurisdiction jurisprudence` Kingdom knowledge Lieutenancy / lieutenant-col. Magazine ~

magnet-ic majesty manufacture-d manufacturer manuscript mathematic-s-al mathematician mechanic-al melancholy ~ messenger (Methodism ~ metropolitan . ministry misdemeanor mistake 🔿 mistaken ~ more than mortgage-d Natural-ly ---> neglect-ed never nevertheless \ next _ non-commissioned officer nonconformist nonconformity nothing ~ notwithstanding November Object

objection objective obscurity observation obstruction obstructive organize-d organization original 1 orthodox-v Parliament-ary passenger peculiar-ity perform-ed performs-ance performer > perpendicular > perpetual-ly perspective V philanthropy-ic 🗸 philanthropist \checkmark phonographer 🗸 phonographic 📞 plaintiff S plenipotentiary practice-d-cal-ly practicable \ prejudice-cial preliminary $^{\circ}$ prerogative Presbyterian-ism

preservation > probable-bly-ility productive professional proficient-cy-ly proportion-ed proportionate-ly prospect ° prospective public-sh-ed publication Rather rather than recognizance reform-ed reformation reformer / regeneration ${\cal J}$ regular / relinquish-ed 7 remarkable-v remonstrate / represent-ed / representation representative republic / republican repugnant-ce resignation . respect-ed / respective /

respectively : responsible-ility resurrection retrospective revenue / reverend . Satisfaction satisfactory selfish-ness sensibile September signification singular • something a stranger subject subjection subjective subscribe-d subscription subservient substantial-ly substitute-d sufficient-cy-ly superscrib-ed superscription surprise _____ suspect-ed-) suspicious Tabernacle temperance

thankful thanksgiving ... together \ transcribe transcript transcription transfer transgress transgression transmission transubstantiation tribunal Unanimity or unanimous unconstitutional-ly understand 🗳 understood 4 unexampled . unexpected-ly uniform-lty-ly. uninfluential uninteresting unquestionable-ly unsatisfactory unselfish-ness unsubstantial Whatever whenever wonderful-ly a writer Yesterday

THE PHONOGRAPHIC ALPHABET.

CONSONANTS.

| Names. | | (| Names. |
|------------|------|-----------------|--|
| pee | P | as in rope | of F as in safe |
| bee | В | " robe | vee V , save |
| tee | т | "fa <i>t</i> e | ith TH (,, wreath |
| dee | D | " fade | thee TH (,, wreathe |
| chay | CH / | ,, choke | es S) o "hiss |
| iay | j / | ,, <i>i</i> oke | zee Z) "his |
| kay | к | ,, leek | ish SH J ,, vicious |
| gay | G _ | " league | zhee ZH J , vision |
| em | м _ | " seem | el L (stroke) as in pall ar R (down) ,, air |
| 6 n | и 🥧 | " seem | ar R (down stroke) ,, air |
| ing | NG 🔾 | ,, sing | ray R / (up stroke) ,, raise |
| way | w / | " way | hay {H o (down) stroke) , high |
| yay | Y / | ,, <i>y</i> ea | H (stroke) ,, Algn |

VOWELS.

| L | ong. | sign | (heavy) | Sı | iort. | | sign | (light |
|------------|-------------|--------|---------|-------|--|------|-------------|---------|
| 1 ah | 1 aw | ı . | - | ιă | ΙŎ | I | | _ |
| 2 ā | 2 <i>ō</i> | 2. | - | 2 ž | 2 ŭ | 2 | | |
| 3 <i>ē</i> | 3 <i>ōō</i> | 3 • | _ | 3 ž | 3 88 | 3 | • | _ |
| as in | bah, | 💙 bay, | V. bee, | as in | (° lass, (| les. | s, <i>(</i> | lisp, |
| 4 | law, 1 | < low, | (loo. | • | i ort. i o 2 ii 3 oo lass, (| 6 bu | s, \ | & puss. |

DIPHTHONGS.

| 190 TABLE OF SINGLE AND DOUBLE CONSONANTS. | | | | | | | |
|--|--|----------|-------------|-----------|-------|---------|--|
| | L hook. R hook. N hook. Fand V hook. Half Length | | | | | | |
| P | | pl \ | pr \ | pn 🕽 | pf 🗸 | pt 🔪 | |
| В | | ы | br 🔨 | bn 🔪 | bf 📞 | bd 🔪 | |
| т | | tl ſ | tr] | tn. j | tf l | tt I | |
| D | 1 | aı ſ | dr] | dn J | af l | dd 1 | |
| СН | / | chl / | chr / | chn / | chf (| cht / | |
| J | 1 | jl 🖍 | jr <i>]</i> | jn / | jf [| jd / | |
| K | _ | kl | kr | kn | kf | kt | |
| G | _ | gl | gr - | gn — | gf | gd _ | |
| F |) | P 19 | fr 🖒 | fn 📞 | | ft \ | |
| v | | v1 (9 | vr C | vn 📞 | | vd (| |
| TH | (| th). (?) | thr (') | thn (| | tht (| |
| тн | (| thl (°) | thr () | thn (| | thd (| |
| S, Z | o) o) | | | sn) zn) | | st)zd) | |
| SH | ノ | shl U) | shr 2 | shn J) | | sht ノ | |
| ZH | ノ | up,down | zhr 🗸 | zhn 🏒 | | zhd ノ | |
| м | $\overline{}$ | ml 🔿 | mr 🦳 | mn 🦳 | | fmt C | |
| N | _ | nl 🗢 | nr \sim | nn 🕓 | | nt U | |
| NG | <u> </u> | | ng⁵r ← | ngn 🕥 | | | |
| L | | | | ln // | | It Cown | |
| R | (ap | | | rn 🗸 | rf 🥕 | rt / | |
| R | | | | m j | | rt 7 | |
| W | | | | wn 🗸 | wf 🥕 | wt ~ | |
| Y | | | | yn 🥜 | صے yf | yt 🤛 | |
| H | 96 | | ! | hn 🕜 | ص hf | ht o | |
| KW GW WL WHL LR RR MPorMBWH | | | | | | | |
| C C U up U up / down \ down | | | | | | | |

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LIST OF PHRASEOGRAMS.

Not including the Phrases indicated in the ordinary type given in preceding pages.

additional cost dditional expense and if you should be and the contrary as we can 2 as we have e as we think es soon as as soon as convenient as well as at any rate at all events at all times at once > at some time at the same time at your early convenience Bank of New York. before him before there is best class best of my ability best of our ability

best of their ability best of your ability Dear Sir deliver immediately Dramatic Society early consideration early reply enclose-d herewith facts of the case and first class for some time for the first time for the sake of o for their sake from first to last from time to time further consideration further considered general manager having regard to Hazell & Co. he is the

| how can they | ۱ ۸ |
|--|--------------|
| I am | <u>~</u> |
| I am content | ~ |
| ~L₀I am directed to state | |
| I am in receipt of your favor | <u> </u> |
| I am in receipt of your esteemed favor | |
| I am instructed to state | ר_ |
| I am not | |
| I am requested to state | ; ح |
| I am sorry | <u>y</u> . |
| I am surprised | ز |
| I am very sorry | 3 |
| 1 ask attention | |
| I can | ک |
| I can assure you | ! |
| I do not or I had not | ha |
| y I do not understand | <u>-</u> |
| y. I did not | <u> </u> |
| 1 have | \ |
| I have arranged | , \ |
| I have concluded | \ <u>\</u> |
| I have had | |
| I have received | |
| I have the | 7 |
| I have to inform you | |
| I hope you will | 1 |
| | |

✓ I hope you will not I may ___I may be ____I know there is __ I regard __I regret)<u>.</u> I say)... I see 👢 I shall arrange 🕟 I shall be compelled I shall be pleased L I thank you L I think _ I think the I think you should be I will I will be if it if it is م __if you should be in consequence in regard to in relation to 🔨 in reply In reply to your esteemed

in reply to your favor in the first placeo...in this city in which it is ...b... it is said b. it is the it must be...it -- it would beJones Publishing Co. Journal of Commerce just possible just received -Knox & Co. (last month ≺ last time last week less and less local authority medical authorities Monday morning more and more more or less my attention has been National Bank

next week on the contrary party question Pennsylvania R.R. Pitman's Journal please forward please inform us please let me know please let us know ...please make arrangements please note please quote us ...political party referring to your favor referring to yours respectfully yours satisfactory conclusion shall be taken into consideration shipping department side by side South Carolina R.R. take-n into consideration this is

L this week to go ۔۔۔ِد to him to the contrary Tuesday afternoon O United States unsatisfactory conclusion very truly yours T wagon department we are in a position we are sorry Wednesday evening what can be __ what do you c when the F--- when theyl. why do you with each .Z. with much with reference to with regard to

With relation to with respect to yith the with which yesterday afternoon _vou can ~~~ you may you may as well ...you may be you may not ~ vou must receive vou should be you were not 🦲 you will you will be Ly you will comply ryou will not your esteemed favor your favor your reply 🗘 yours respectfully yours truly

BUSINESS CORRESPONDENCE.

(1.)

Messrs. Kingsley & Sons, Toledo, Ohio.

Dear-Sirs:

We-are-much-obliged for-your-letter (of the) 14th, with-reference-to-the new machine which-we-have-just placed on-the market. We-are-pleased to know that-you-are so thoroughly satisfied with-it, and-we should-feel still-further obliged if-you would kindly permit us to-reproduce your-letter in-the new advertising booklet we-are-preparing to issue in-the-early autumn. We-have already received permission to incorporate letters from-many of-our clients, and-we confidently anticipate your kind sanction to add yours.

Regarding your note as-to-the despatch of-your last-order, we have made inquiries and-find that-the special parts you-mention were undoubtedly packed in-the largest (of the) three cases sent to-you on-the 11th inst. We-have-no-doubt that further inquiry at-your end will confirm this-statement.

With-regard-to your order No. 546, we-hope to-be in a position to despatch the whole (of the) pulleys on or before-the 28th inst.

Yours-truly,

[188

(2.)

Messrs. Drake & Swan, Cumberland, Ind.

Gentlemen:

We-have-your-favor (of the) 20th instant, together with-check for \$78.50, for-which please accept our best-thanks. Formal receipt is-enclosed-herewith along-with advice-note (of the) goods which-have gone forward to-day, and-which-we-trust you-will-find satisfactory in-every-way.

Our representative visits your district twice a year, and-will in-future call-upon you, advising you some-time in-advance. Any orders with-which-you-may favor us through-him will-be executed on journey terms, namely, six-months'-account less 5% discount.

Yours-respectfully,

[100

(8.)

Mr. Paul Dootson, St. Louis, Mo.

Dear-Sir:

With further-reference to-our conversation with you on-the 6th inst., we-have reconsidered the question of-your contract, and-we very-much regret that-we-do-not-see our-way to-renew it on-the conditions at-present in-force. Our calculations show that-we-have lost considerably by-the agreement, so-that-we-are-obliged to-terminate-the same. You-will, therefore, please-take formal notice that under-the-terms named in Clause 5 (of the) contract we-shall discontinue the supply of coal to-you, at-the-prices charged under-the contract in question, on March 25 next, on which date the said contract will expire.

We-shall-be very-pleased to-discuss-the question of a new contract with you on revised terms and conditions, and-if-you-will make-(an)-appointment, our Mr. Barnet will-be-glad to-call-upon you.

Respectfully-yours,

Γ158

(4.)

The Ellison Bicycle Store, Elmira, N.Y.

Dear-Sirs:

We-have-your-favor of July 31, enclosing advices of accessories despatched in compliance with our

instructions, and-we-are-much-obliged for-your prompt-attention. With-reference-to your remarks about-the number of inquiries you-receive direct from this district, the matter is easily explained. There-is a belief largely prevalent that by dealing with headquarters direct buyers save ten or fifteen per-cent. We-propose shortly to issue a circular-letter to-remove this wrong idea, and-we-trust you-will afterwards cease to-be troubled with-these inquiries.

We-have-had two-(or)-three complaints regarding-the finish (of the) last consignment of "Climbers." Perhaps you-will look into-(the)-matter, and see if-there-is-any ground for-the complaints?

We-enclose-herewith a further batch of-orders for-the No. 4 "Star Cycles," and-we-shall-be-glad if-you-will-arrange to-deliver these strictly on time, as they-are urgently wanted.

Respectfully-yours,

[170

(5.)

Mr. William Harrison Chicago, Ill.

Dear-Sir:

We-have-your-favor (of the) 20th instant, enclosing-check value \$370.15, in settlement-(of)-account, and for-which-we-thank-you. We-are-sorry that-you do-not consider lot 548 good value, but-we-feel sure we-could-not-have-got it at-the-price if-it-had-not-been that-the-majority (of the) buyers were overstocked. Similar lots went off easily at higher-rates. We-feel sure, however, that on-the whole we-have executed your commission to-your satisfaction, and-that-you-will entrust us with similar commissions in the future.

Respectfully-yours,

(6.)

Mr. Reuben Shaw, Indianapolis, Ind.

Dear-Sir:

We-have-carefully-considered the question raised by-our Mr. Johnson, namely, that-we should grant you a discount of 10% on our account, and-we-regret to say that-we-do-not at-present see our-way to-offer you more-than-the 5% you now receive. We-may, however, add that should our account with you reach-the sum of \$2,500 a year we-shall-be-pleased to increase-the discount allowed you to 7½; while, if-the-account should reach \$5,000 a year, we should then be-able-to raise the discount to 10%. We would remind you that yours is a six-months'-account, and-we-think-you-will-agree that-this-is long-credit.

Respectfully-yours,

[128

(7.)

Mr. Peter Bennett, Cleveland, Ohio.

Dear-Sir:

Referring to-our conversation here on-the 17th inst. we should-be-glad if-you would kindly sign-the enclosed formal agreement embodying-the terms already verbally agreed to. As you-are aware, we require you to-take up-the duties (of the) appointment on-the 1st of July, without fail, and-we-hope to-hear that-you-will-be prepared to-do-so. Please supply us immediately with a list of-your requirements in (the) way of stationery, etc., so-that-we-may get these in-hand and-have everything ready for-the 1st of July.

Yours-truly,

(8.)

Mr. Edward Lowther, Toledo, Ohio..

Dear-Sir:

Your-letter of-March 30 came duly to hand, and-we-thank-you sincerely for-your suggestion, which shall receive our most careful consideration. You-may depend upon-it that-we-shall-not forget you should there-be anything in-your line in-the future. It-is a curious fact that-we frequently receive suggestions for-the-same thing from two or more correspondents at-the-same-time. It-is-so in-this-case. A fortnight ago a correspondent offered us a scheme practically the same as your-own, and he-is to-submit full details in-the-course of a few-days. Whether we-shall-do anything with-it or not, we-cannot at-present say. We-will write-you again in a week or so.

(9.)

Mr. S. Wilson, Omaha, Nebr.

Dear-Sir:

We-thank-you for-your-favor (of the) 10th instant. It-appears to us, however, that-it-would-be much-more to-your advantage to obtain your supplies nearer home, as your orders would-not, in-all-probability, be large enough to warrant the expense of expressage. We-enclose-herewith a list of-dealers who buy in bulk from us, who stock practically all-our leading lines, and who-would very-likely offer-you terms that would suit you.

Respectfully-yours,

[88]

(10.)

Messrs. Hill & Blears, Liverpool, England.

Gentlemen:

We-thank-you for-your-letter (of the) 12th inst., and for-the promptness with-which-you acceded to-our request to act as our representatives on-the Liverpool market. We-agree to-the-terms named in-your-letter, and-have already, as advised by cable, made you a consignment of 550 bales. The cost price as shown on enclosed Pro--forma Invoice amounts to \$8.70, and-we-trust that your market will improve at-least a few points before--the consignment arrives, to-day's quotations being very discouraging. We-have-drawn on-the Bank-of-Liverpool, as authorized by-you, for 80% of Invoice, viz., £3,950. Bill of Lading and Certificate of Insurance are attached to-draft. We shall-be-glad if-you-will remit further proceeds by cable transfer. Copies of cablegrams enclosed.

Yours-truly,

f143

(11.)

Mr. R. Goodman, Hillsboro, N. H.

Dear-Sir:

We-thank-you for-yours (of the) 25th inst., with order No. 786, which-has-been mailed to-day. The information you-give with-regard-to E. H. is more favorable than the report furnished us by Black's Agency. Please look into-the case very carefully and make some further inquiries as to-his reliability, and advise us if-you think it-would-be safe to-grant the credit desired. We-shall-not forward the goods until we-have-your further-letter.

Yours-truly,

(12.)

Mr. W. Davis, Chicago, Ill.

Dear-Sir:

Referring-to-your-favor (of the) 10th inst., we-regret that-the alternative you offer would-not suit our purpose at-all, while-the price you quote for a special lot is much beyond what we-have previously paid. Such a figure would compel us to name a price for our work which-would-give us no hope of obtaining any (of the) large contracts for-which-we desire to compete. If-you-cannot revise your-terms we-must look elsewhere for our requirements.

Yours-respectfully,

[98

(18.)

Messrs. Turner & Smith, Rome, N. Y.

Gentlemen:

Yours (of the) 12th inst. to hand this morning. In-face (of the) increased rates now ruling in-almost every branch (of the) trade, we-assure-you it-is-quite-impossible to-quote former prices to-our customers, and-in raising our quotations we-have-only followed-the example of-every other manufacturer. We-are willing, however, to-make a sacrifice so-as-to enable-you to compete favorably for-the contracts referred to in-your-letter. We-shall, therefore, let you have-the special line as per sample enclosed with our-letter (of the) 10th inst., at-the reduced rate of 25 cents per lb., in-not-less-than five-ton lots. Please wire us on receipt of-this-letter if-you-agree, as prices are likely to-go up further in a day or-two.

Yours-truly,

(14.)

Messrs. King & Pearce, Albany, N. Y.

Dear Sirs:

We should-teel extremely-obliged for-your opinion regarding-the general standing, reliability, and solvency (of the) person named on-the accompanying slip. This-gentleman has-been a customer of-ours for-years, and-until recently has always met his engagements punctually. Lately, however, we find it exceedingly difficult to obtain a settlement of-our account with him. We shall, of-course, regard your information as absolutely confidential, and we shall-be-glad to-return-the service, should occasion arise. Thanking you in-advance,

Yours-respectfully,

[95

(15.)

Messrs. Schuster & Co., New-York. N.Y.

Gentlemen:

As I-have frequently to-make large purchases of dye-stuffs in Germany, and am consequently under-the necessity of remitting considerable sums to-that country, I should like to-find a more advantageous method of doing-so than-the purchase of-drafts from-my local banker, who charges what I-consider an unduly high commission for-the service. Will-you please-inform-me if-you would-be disposed to effect such remittances at-the prevailing market rates? I-will-forward my check on-my local bank when instructing you to-remit, and-I-am-confident that any-inquiry you-may-make here will provato-you the perfect safety of-such transactions with me. Trusting to-receive an early-reply,

Yours-respectfully,

(16.)

The General-Manager, Sun-Blind-Co.,-Ltd.,

Brooklyn, N. Y.

Dear-Sir:

We-are-obliged for-your check in-part payment ofour account up to June 31 last, and-we return-the statement herewith, duly receipted. We also beg toenclose-herewith copies (of the) invoices which-you have struck out, and-we-shall feel obliged if-you-will kindly forward remittance for-the balance at-your-earliestconvenience, so-that-we-may clear our books. We-regret that-we-cannot allow the contra deductions you have made. These evidently concern our City Branch, and-as their-accounts are quite distinct from ours your invoice should-be-sent to-them direct.

Yours-truly,

[114

ON OBSERVATION.

(From "The Business Life," by W. Gamble.)

One (of the) most indispensable faculties in-Business is-that of Observation. It-is indispensable in every occupation. Without-it, a man goes through life contending against great odds. He-is always blundering into difficulties, always up to-the chin in a sea of-troubles, always losing valuable hours and days of-his-life, and wasting money in pursuits which-might be avoided by-the exercise of-this inestimable faculty.

There are so-many men who go through life with eyes and ears open, yet, so to speak, neither seeing nor hearing anything. They knock their heads against a pillar or a brick-wall for-want-of necessary observation to teach them where to-expect to-find a pillar or a brick-wall; and even with-the unpleasant experience which such contact entails they-take such little advantag. If Observation that-they blunder into-the-same obstruction the next-day.

An old sea captain who-was asked if-he knew where-the rocks were in a certain harbor, showed his keen sense of Observation when-he replied, "No, sir, but I know where they ain't."

But whilst Observation teaches us what to avoid, it also prompts us to-the achievement of-great things. Genius, Talent, Inventiveness, Knowledge, Experience, are synonymous with Observation.

Consider-the lives (of the) great-men of-this or any other age, and-it-will invariably be-found that-their greatness arose from-their possession (of the) faculty of Observation; which led them to conceive some great invention or make some grand discovery, owing to-some simple circumstance which had impressed itself on-their minds whilst other men would-have left it unnoticed. Sir Isaac Newton saw an apple fall to the ground, as multitudes have-seen apples fall; but-the fact impressed itself on-his-mind, and led him to evolve the law of--gravitation with-its ceaseless influence over (the) world of-matter. Watt made his first successful steam-engine through watching the steam issue from a kettle; and-one (of the) greatest improvements in-the-early steam-engine was discovered by a lazy, but observant boy, who-was set to pull a string to actuate a lever, and-found-the work was just as well accomplished by tying the string to another lever, so-that he-was left free to-go off and-play marbles. These and similar examples, which-might be indefinitely multiplied. are illustrations of-that Observation which usually distinguishes successful people.

Observation is usually and most appropriately associated with seeing. We speak of a clever-man as one "with all-his eyes about-him," or "who goes about-the-world with-his eyes open," and-we-have-heard it remarked of a man that "he keeps his eyes peeled." But it-wants something-more-than mere seeing to-be observant; the vision must-be mental as-well-as physical. The divine

proverb says, "The wise man's eyes are in-his head," and-we-know what that means. There-are-many men who act as-though-their eyes were in-their-feet, or their elbows; or anywhere, in fact, but where-they ought-to-be. A Russian proverb says, "He goes through-the forest and sees no firewood." The mind must-see as-well-as-the eye; and-the wise-man employs not his vision alone, but all-his powers, so-as-to-make-the most of-his-life. A fool can behold an object; but-that-is all. The act does-not make him wiser or better. He-is a fool; and continues foolish amongst scenes that ought to-lift him to a nobler manhood.

It may-be urged that-the faculty of Observation is a natural gift, and so no-doubt it-is; but if-it-is-not born in a man, or if-it-be small and weak in-him, it can be cultivated as other weak powers are cultivated. It-has--been well said that-the habit of sharp discriminating Observation may-be established by perseverance, as other good habits become permanent. Thousands of-men go through-the-world without learning, or even trying to--learn, how some-men succeed, and why others fail. They ascribe Success to "Luck," and Failure to unavoidable "misfortune." Others, a little wiser, set it down to-lack of education; but-this alone is-not-the-cause, for there-are--many-instances of-men (of the) most meagre education who-have risen to high positions and-even world-wide Lord Bacon said: "Studies teach not their-own use; but-there-is a wisdom without-them, and above them won by observation."

In-the-workshops of to-day we-want young-men who-will ask themselves why the wheels go round, why one wheel goes faster or slower than-another, why one way of-doing a thing is better-than another, and why the act of-doing one thing brings about a certain result; young-men, in-fact, who-can always see that-there-are always more ways of-doing a thing, and can decide which-way is best; also reflecting that if another-way could-be discovered it-might be better still.

We often hear it discussed what technical schools ought to teach. The answer is simple. Let them teach Resourcefulness and Observation and how to attain these accomplishments.

When young-men step out into-the-world to shift for-themselves, the value of Observation soon makes itself felt; and-only those really succeed who know how to observe the tendencies of acts; who-can read and value character properly; who discern the signs (of the) times; who-are equal to-emergencies; who-can husband resources; and who know how to-do-the right thing at-the right time and-in-the right place. These qualities only come of cultivating the faculty of Observation. Smart men are only men of keen Observation, who-can take in a situation at a glance, and act quickly on-the impulse (of the) moment.

ON OPPORTUNITY.

(From "The Business Life," by W. Gamble).

"Opportunity is a great thing," so the old saying goes. True, but the ability to grasp opportunities is of greater importance. Opportunities come to most of us—we may-say, indeed, to all of us—but some people never see an opportunity, while others see but ignore it. Some think they can put it aside to take advantage of it at a more favorable time, like the dog who hides his bone and, also like the dog, either forgetting it or finding that another has run off with it.

To-many people an opportunity comes as such a solid and tangible thing that-they knock their heads against it, or fall over-it, yet they only thrust or kick it aside with perhaps a curse at it. Others profess to-be always looking for an opportunity, yet lamenting-the fact that-they never find it, and it never comes to-them. Some are foolish enough to-believe that-they can buy opportunities, and

stand in-the-market-place jingling their-money in-their-pocket until a sharp-witted rogue sees his opportunity and-takes-it.

There is yet another class who have aptitude enough to see an opportunity, but who only take hold of it and carry it to a half-way house, when they begin to find it is too heavy for them. They feel thirsty and want a drink and a rest; they leave their opportunity outside, so to speak, and go in for a chat with some idle neighbor.

So, then, we-come down to-the class—a very, very-small one-who-are quick to-perceive opportunities and make--the-most-of-them. These-are-the men who-are-the staple (of the) race; men who-are no dreamers, but understand what they-have to-do and do it thoroughly: men who study the age they live in, and-more especially the people their success depends upon, skilfully adapting themselves to (the) world's greatest needs. They-are-the men who-are proud to say that-they got nothing but what they toiled Their-success was-not attained by luck. Opportunities came to-them as they come to all-men: but--they-had to-be reaped and garnered in by honest toil. And-these-are-the men whom shallow-pated loafers at street corners look on with envy and suggest that "it-was somebody's name made him"; or it-was-only because-he "happened to-be there at-the-time"; or "it-was so then, but-those good old times are gone now." Men said similar things of-each-other in-the days of Solomon, ana--they-will go on uttering such inanities for all-time.

Yet no man has ever found a short cut to-Success any permanent good to-him. There-is a broad and straight highway that leads to-success in life; and-though many think-they can get on to-it some-way up by-means-of a short cut or a bye-path, they generally find in-the end that-they-have to fall in-line with-the procession, and must-be content to-go with-the tail of-it. As a rule, the man, be he good or bad, who starts off with-the determina-

tion to-be rich early in life is-the one most-likely to-be disappointed.

Cause (and) effect are what a man has to-study if-he-would-be successful. Men should-be taught to observe nature and life and to-utilize and elevate what they see. Happy inspirations may come; but-they need labor to-give them-the proper effect. To-succeed in-any enterprise needs great strength of-character and-indomitable industry. Wise-men must watch, alter, or adapt their conduct according-to circumstances.

It-is all-very-well to advocate the virtue of Consistency, but it-won't do in-Business; it-is-rather a sign of weakness to stick to a routine just for (the) sake-of being consistent. By all-means let-us-have consistent honesty and-industry; but never consistent obstinacy. No firm can flourish long on-the reputation of-its antecedents; the changing wishes and-wants of-customers have to-be met, and-even anticipated.

The philosophy of-life is to-make-the best of things asthey happen, taking the good with-the bad, accepting
misfortune with complacency, learning lessons from
disappointment, and bearing humiliation with-dignity.
The man who-can meet his troubles bravely will make-themost out-of his opportunities. It-is-not all who-can
undergo and survive-the scant fare and hard-work
necessary to-success. It-is hard to-fight one's way up
and make a fortune out-of nothing by-way (of) a
beginning; but-that-is (the) way the biggest fortunes havebeen made. It-is-the discipline and hard experience that
successful men have-had to undergo which gives-them the
discrimination and tact necessary to decide when tograsp a great opportunity; the faculty of knowing how
to-do-the right thing at-the right time.

APPENDIX.

ADVANCED SPEED PRACTICE.

- 1. The student who desires to utilize his knowledge of Shorthand chiefly in the writing of business letters or commercial matter of various kinds has been amply catered for in the preceding pages, and if he has carefully followed the directions and faithfully worked through the exercises provided, he will now, doubtless, find himself fairly well equipped for the ordinary work of Shorthand Amanuensis or Business Correspondent. The following remarks are intended principally for those students who desire to acquire a higher rate of speed in writing than is necessary, as a general rule, for ordinary business purposes.
- 2. Though it is assumed that the student has by this time acquired the ability to write at a fair rate of speed. it may not be out of place to remind him that he should keep a constant and careful check upon the size and style of the outlines he employs: that he should resist the slightest tendency to "scrawl"; and that he should scrupulously avoid combinations, whether outlines of single words or of phrases, that in any way check the hand or in the least degree affect the legibility of the notes. It does not, of course, follow from this that the same size or style of outlines should or can be recommended to all writers. In this matter a good deal must be left to the individual characteristics of the writer. At the same time, regard must be paid to the experience of the fastest writers during the last seventy years; and this experience goes to prove that the use of abnormally large outlines does not make for speed. Every possible effort, therefore, should be made by the student to reproduce shorthand outlines which do not exceed the size of those given in this book.

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- 8. It is a fact that, as a rule, hesitancy in the writing of shorthand is not merely or so much a matter of slowness of the hand as of a lack of quickness in the mind: that is to say, after a reasonable amount of practice the student is able to write quickly enough any word with the outline of which he is familiar, or the rules governing which he knows thoroughly well. It is when he has to think of the outline that he is lost. The conclusions are, of course, obvious; he should first of all have a perfect mastery of the rules of the system, so as to be able to apply them instantly; he should, by regular reading practice, familiarize himself with the shorthand outlines for the majority of common words; and he should supplement this by persistent exercise in writing from dictation. There is a practically unlimited supply of very suitable reading matter in shorthand characters, and it is only necessary here to refer the student to the lists at the end of the present book.
- 4. It should be remembered, too, that there is quite as much individuality in shorthand writing as in ordinary longhand; from which the student will see how desirable it is that he should be thoroughly familiar with his own style of shorthand notes, and should accustom himself to their peculiarities, in order that he may have no difficulty with the deciphering of his notes, even when they have been written at a high speed.
- 5. As regards the acquisition of a higher rate of speed, of course the best plan is to practise from actual dictation and on varied matter. Where, however, it is not possible to obtain dictation practice, very considerable progress can be made by practising writing between the lines of a widely spaced book. Increased speed, it will be found, comes almost insensibly as the writer enlarges his knowledge of outlines and becomes perfectly familiar with the commonly recurring words and phrases to be met with in general literature. It is quite possible for a

writer to cultivate a speed of 150 words a minute, using the method just referred to. Any word which occasions difficulty to the writer should be looked up, the correct outline found, and the word written out a number of times until perfect facility in writing it is secured.

- 6. The student should not be discouraged if at the beginning he finds himself unable to take a verbatim note of a speaker. The ability to do this depends not merely upon fast shorthand writing, but upon the power to concentrate attention upon the subject matter of the discourse as it is delivered, and to overcome the nervousness with which most young writers are troubled at the outset of their reporting practice. The note-taker must necessarily be some words behind the speaker, and until he becomes accustomed to this he is apt to become flurried when the speaker increases the pace, and so to make notes which are in parts almost illegible. This trouble, however, will disappear after a time, and the writer will soon acquire the calmness, self-possession, and confidence necessary to the successful note-taker.
- 7. It can scarcely be necessary in these days to impress upon the shorthand writer the importance of using a pen for note-taking. Whether from the point of view of ease of writing or of legibility, the pen is undoubtedly and immeasurably superior to the pencil. Most professional reporters use fountain pens; but for ordinary office purposes a medium pointed steel pen and the usual quality of ink will be found to answer very well.
- 8. As regards the paper used for note-taking, this should not be too highly-glazed. A fine, smooth surface, over which the pen glides easily, is the best. The "Fono" Series Elastic Bound Note-Books that open flat on the desk are in very general use, and can be recommended. The following advice as to turning over the leaves of the note-book has been proved to be excellent in every way:—"While writing on the upper half of the leaf,

introduce the second finger of the left hand between it and the next leaf, keeping the leaf which is being written on steady by the first finger and thumb. While writing on the lower half of the page shift the leaf by degrees till it is about half-way up the book: when it is convenient, lift up the first finger and thumb, and the leaf will turn over almost by itself. This is the best plan when writing on a desk or table. When writing on the knee, the first finger should be introduced instead of the second. and the leaf be shifted up only about two inches. The finger should be introduced at the first pause the speaker makes, or at any other convenient opportunity that presents itself." Some shorthand writers prefer to take hold of the bottom left-hand corner of the leaf with the finger and thumb, slightly crease the paper, and on reaching the bottom line lift the page and turn it over. In any case, only one side of the note-book should be used until the end of the book is reached, when it should be turned over and the remaining blank pages used as described.

9. It is sometimes necessary for the shorthand writer to indicate a mishearing, a reference or quotation, etc., in order that he may be guided when making his transcription. The various marks employed in this connection are here described:—

MISHEARINGS, ETC.—When a word has not been heard distinctly, and the shorthand writer is uncertain whether he has written the right one or not, a circle should be drawn round the character, or a cross (×) placed under it. When the note-taker has failed to hear a word, the omission should be indicated by a caret (...,...) placed under the line. Should a portion of a sentence be so lost, the same sign should be employed, and a space left blank corresponding to the amount omitted. Or the longhand letters * A (not heard) may be written.

ERRORS.—In cases where a reporter has failed to secure a correct note of a sentence, this may be indicated by an inclined oval, thus (nought or nothing). When it is noticed that the speaker has fallen into an error, the mark X should be made on the left-hand margin of the note-book.

REFERENCE MARKS.—When verbatim notes of a speech are taken, but only a condensed report is required, a perpendicular stroke should be made in the left-hand margin of the note-book to indicate an important sentence or passage which it is desirable to incorporate in the summary. The end of a speech or the completion of a portion of a discourse may be indicated by two strokes, thus // When the reporter suspends note-taking, but the speaker proceeds, the longhand letters & (continued speaking) may be written.

EXAMINATION OF WITNESSES. — In reporting the examination of witnesses in questions and answers, the name of each witness should be written in longhand. The name of the examiner may be written in shorthand before the first question. If the judge, or other person, intervenes with questions during the examination, his name must be written before the first question; it need not be repeated, but care must be taken to write

the name of the original examiner when he resumes his questions. Various methods may be employed for dividing questions from answers, and the answer from the succeeding question, but, whatever plan is employed, it should be one which is absolutely distinctive. When a document is put in, write document between large parentheses, thus (_____) When a document is put in and read, write (_____)

APPLAUSE, DISSENT, ETC. — The following words, descriptive of the approbation or dissent of an audience, should be enclosed by the reporter within large parentheses: — hear, hear, hear, no, no, hear, hear, no, no, no, hear, no, no, no, no, no, hear, no, no, no, no, no, hear, hear,

LAW PHRASES.

The following lists of commonly recurring law phrases will be found useful to writers who have to deal with legal matter.

Actual damage Central Criminal Court ocircumstantial evidence affidavit and order Circuit Court articles of agreement .. City Court as to the matters common jury as to these matters common law as to those matters County Clerk X Bankruptcy Court County Court before him County Treasurer before me o counsel for the defense obeing duly sworn counsel for the defendant counsel for the plaintiff beneficial estate counsel for the prisoner f beneficial interest Counsel for the prosecution bill of sale Court of Appeals breach of promise of marriage Court of Bankruptcy ...by this action Court of Claims Court of Equity by this court Court of General Sessions called for the defendant Court of Justice called for the plaintiff called in is own behalf Court of Record

Court of Special Sessions criminal jurisprudence cross examination deed of settlement deed of trust defendant's testimony direct evidence direct examination District Attorney District Court do you mean to say documentary evidence **Ecclesiastical Court** employer's liability equity of redemption Federal Court fee simple fiduciary capacity final decree for defendant for plaintiff

for this action for this court general term gentlemen of the jury goods and chattels 1 government securities grand jury gross receipts Habeas Corpus heirs, executors, administrators and assigns heirs, executors, administrators or assigns If Your Honor please in this action L in this court in witness whereof interlocutory decree international law joint stock joint stock company judicial sale judgment for plaintiff

judgment for defendant justice of the peace alast will and testament learned counsel for the defense learned counsel for the defendant learned counsel for the plaintiff earned counsel for the prisoner learned counsel for the prosecution learned judge legal estate letters of administration letters patent letters testamentary e life estate malice prepense manslaughter ⁹marine insurance may it please the court may it please Your Honor _memorandum of agreemotion to dismiss motion granted

motion denied Municipal Court my learned friend next of kin no, sir notary public objection sustained objected to by plaintiff objected to by defendant offered in evidence official receiver of this action of this agreement of this court on the other side of the case on the following grounds originating summons o party of the first part a party of the second part Patent office peculiar circumstances of

the case

penal offense personal estate petit jury plaintiff's case ميك __ plaintiff's counsel plaintiff's testimony o plaintiff's witnesses Police Court power of attorney preliminary injunction / prisoner at the bar ←__quit claim - real estate rebutting testimony re-cross examination reversionary interest right of wav special jury special license state whether or not psummary proceedings Superior Court

- Supreme Court Surrogate Court sworn and examined tax deed that this action that this court testimony of the defendant testimony of the plaintiff trust funds under the circumstances of verdict for the defendant verdict for the plaintiff verdict for the jury ovoluntary conveyance Ward of the Court warrant of attorney what is your business where do you reside where is your place of will and testament without prejudice wrongful possession yes, sir your Honor

LEGAL CORRESPONDENCE.

(1.)

Mr. Edward Richmond,

St. Louis, Mo.

Dear-Sir:

In-reply-to-your-letter of Dec. 22, requesting information in-regard-to-the status (of the) case of Clara Kyle vs. Joseph Kyle, I-beg-to-inform-you that, pending-the trial for separation, an order of arrest has-been issued, and-the defendant placed in custody under \$500 bail. Application for a writ of habeas-corpus has-been-made to Justice Scott.

Respectfully,

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(2.)

Mr. Matthew Jennings, Albany, N. Y.

Dear-Sir:

Some-time-ago I addressed a letter to-your-place of business regarding a bill of \$640, which-is due the Elite Printing-Company. My collector informs me that your office at 240 Main Street has-been closed for over a month. In-order-that-you shall-not-be-able-to-claim that-you did-not receive due and seasonable notice, I-have instructed that-this be served on-you personally. I-shall wait three-days before taking legal-proceedings to enforce payment.

Yours-truly,

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(8.)

Mr. Geo. H. Day, 40 Wall Street,

New York City.

Dear-Sir:

An account against you for personal services rendered, amounting to \$450, has-been placed in-my hands for collection by Mr. James Fraser. Unless payment

of-this-account is made by Thursday, January 8, I-shall-sue. As-the result of-such a suit would-be an award of costs against you, besides-the amount (of the) bill, I-trust you-will-see-the advisability of settling before-the date mentioned.

Respectfully,

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(4.)

Mr. Clarence F. Walker, Pittsburg, Pa.

Dear-Sir:

Have-just-received your certificate of incorporation from-the Secretary-of-State. I hasten to transmit it to-you, regretting that, owing to-the fact that-the objects of-your association conflict somewhat with-the insurance law, and also because-the justices (of the) Supreme-Court are very busy at-present, I-was-unable to obtain it sooner. As-it-is, papers had to-be re-drafted three-times, once owing to-the careless signatures (of the) incorporators, and twice on-account (of the) reasons stated above.

You-will receive a certificate of incorporation in (a) -few-days.

(5.)

Very-truly-yours,

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Mr. Robert Jones, Minneapolis, Minn.

Dear-Sir:

We-beg-to-inform-you that-we-are owners of United-States letters patent No. 645,482, dated Dec. 6, 1906, and granted upon-the invention of Arthur Wells for Improvement in Bicycle Pedals. Prior to-the purchase of-this patent, we-had-the question of-its validity passed upon, and-on-the favorable report made to us we purchased the patent. Other attorneys besides those-who acted for us have examined the patent and-we-are-in-

-possession of-their favorable reports or of copies ofthem. Since-we acquired-the title (of the) patent, wehave-taken steps to-protect our exclusive right as-tothe invention, and are-now prosecuting suits against infringers.

As you doubtless know, or will-be advised by your counsel, everyone who manufactures, uses or sells bicycle pedals embodying-the invention (of the) Wells patent is an infringer and-is accountable to us for-his profits as-well-as for our damages by-reason of loss of-trade.

Recently it-has-been brought to-our attention that-you-are dealing in bicycle pedals which infringe upon this patent. We desire to give you this formal notice of-our rights in-the-premises, and to caution you to cease at-once from further infringement upon-the Wells patent. Your failure to cease from infringement will of-course make you liable to us for future damages and profits, as-well-as for-those-which-have already accrued from-your infringement.

Yours-very-truly,

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(6.)

Mr. J. L. Gibbons,

Milwaukee, Wis.

Dear-Sir:

Mr. Clarke informed me that-the jury rendered judgment in our case on-Thursday last. Now, if-the-amount (of the) judgment is-not paid, you-will kindly send me a transcript (of the) judgment, and-I-can collect the same here.

Permit me to congratulate you upon-the good work which led to-the successful termination of-this-case.

Awaiting your-reply and-thanking you for past favors, I-remain,

Very-truly-yours,

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(7.)

Mr. Henry Morris, Pittsburg, Pa.

Dear-Sir:

Received this-day a notice of appearance in-your-case against Mr. Bell. He appears on behalf of Messrs. Candler & Jay, of 48 Broadway, who-are-considered first-rate specialists in defending slander and libel suits. The appearance in-the Milton suit is due not-later-than Monday next, and-I-will-be-able-to-tell-you by-that-time who-his attorneys will-be in-the suit. As-the-cases now stand I-will-have to employ further-labor and time in-this-matter, and-in-view of-this and-the fact that-you-are-in a steady position now, I-request that-you-make some payment towards-the balance of-my fee, amounting to \$40, some-time next-week.

(8.)

Mr. Ralph Nelson, Philadelphia, Pa.

Dear-Sir:

I-am-in-receipt-of-your-letter dated Dec. 10. The partnership suit is proceeding very-slowly owing to a dispute between Wilson and Yates.

1-am-sorry to note what you say about your marriage. If retained, I-will protect your interests the best I-can in-the-matter. From-the facts stated, I-believe-that-you-could sue for annulment (of the) marriage on-the theory of fraud.

If-your wife should sue, the court is likely to allow alimony and counsel fee. Yours-truly, [94]

(9.)

Secretary-of-State,

Capitol, Albany, N. Y.

Dear-Sir:

Enclosed-please-find original and copy of-certificate of incorporation (of the) American Automobile-Company,

I-have by-thes mail sent-the State Treasurer the sum of \$50, being-the statutory tax on-the capital stock of \$60,000. Kindly file the original and please to-return-the copy to-me with your usual endorsements as-to-the full requirements (of the) law, so-that I-may file the same in-the County-Clerk's Office. I also enclose my check for \$25 for filing and recording certified copy.

Yours-very-truly,

.

[98

(10.)

Lawrence Coal-Company,
Coal Yards, North River,
New York.

Gentlemen:

Mr. Martin Reeves has placed his claim for an injury to his carriage caused by-your truck No. 84 on-the 25th day of-May, 1907, at Chatham Square, New-York City, in-my hands for professional attention.

I personally rode in the carriage with Mr. Reeves when the damage was done, and there is no question that your driver was in fault and that you are liable.

A prompt settlement will save you time, trouble, andthe expense of a law-suit. Please-let-me hear from-you at-once.

Yours-truly, [102

(11.)

Mr. Fred W. Lawrence, 49 Broadway, Brooklyn, N. Y.

Dear-Sir:

The examination (of the) directors (of the) Long Island Electric-Company is set for to-morrow, Wednesday, May 6, 1907, at-the office of Charles A. Townsend, in Long Island City,

I-expect that-it-will-be-necessary for-me to-refer to-the books (of the) corporation, and-have-sent to Mr. B. Bartram's office for-them. I-am-informed by Mr. Dodd

that-the books are at-your office, and-therefore request you to kindly let the bearer have-them to-produce on behalf of Mr. B. Bartram at-the examination.

Thanking you in-advance, I-am

Yours-respectfully, [111

(12.)

Mr. Arthur D. Pindar,

Holland House, Boston, Mass.

Dear-Sir:

My-client, Mr. John Edward Gates, has placed a draft for twenty pounds, on the London Joint-Stock-Bank Limited, and returned by-them N. G., in-my hands for professional attention. When my representative called at-your office he-was told that-you-were out-of-town.

Unless you call here on or before Thursday next and pay the same I-will-have to-take further steps in-the-matter and see to-it that-you-are found. Your prompt-attention will save you time, trouble and expense. Please-let-me hear from-you at-once.

Yours-truly,

[109

(18.)

Mr. William Sanders,

438 Court Street, Brooklyn, N.Y.

Dear-Sir:

A claim has this day been placed in-my hands sgainst you amounting to-the-sum of fifty dollars, which-sum is due my-client, Mr. Robinson, and-unless I receive check for-the above amount, at-my office, above address, on or before-the 15th instant, I-shall-be-compelled to immediately institute legal-proceedings against you for-the recovery of said amount and costs.

Trusting you-will-take-the wiser course of paying this small amount, thereby avoiding the trouble and expense of unnecessary litigation, I-remain

Yours-truly, [102

(14.)

Messrs. Arnold Hunt & Co., Chicago, Ill.

Gentlemen:

Word has reached me that your client or an agent of-your client in-the above action has approached the plaintiff with a view towards-the settlement (of the) same.

I merely wish to notify you that any-further attempt to settle (the) matter in-my absence will-be effectually frustrated by-me, as such conduct is, to say-the least, uncalled for, inasmuch as I-have-been and shall at-all-times be willing to entertain any proposition of settlement made in good faith. If-you desire to-do-so, kindly communicate with me.

Yours-very-truly,

[106

(15.)

Messrs. B. & J. Rollins, San-Francisco, Cal.

Gentlemen:

I write you on behalf of-my-clients, The Progressive Cycle and Automobile Supply-Company, who-were threatened with suit for damages for injuries sustained by-reason of-certain bicycle forks not braced.

My-clients claim that said forks were supplied by-you, and desire that I obtain from-you in writing a statement to-the effect that-you-will hold them harmless from any kind and-all damages which they-may-be called-upon to pay by-reason (of the) defective bicycle forks heretofore supplied by-you.

Immediately upon receipt of-said agreement, they-will send you check in full settlement of-their-account. Please-let-me hear from-you.

Yours-very-truly,

[123

(16.)

Mr. L. S. Wilson, Oakland, Cal.

Dear-Sir :

I-am-in-receipt-of-your-favor of June 7 in-regard-to-the-case of Mannings vs. Williams being set down for trial for June 23 instead-of June 25, 1907. I would-be greatly obliged-to-you if-it could-be sent down for trial for any other-day than June 25th, because on-that-day it-is-impossible for-me to-be in Court, owing to-the fact that I-have two other matters which-are set down for-the-same day in Special-Term (of the) Supreme-Court, King's County.

I therefore enclose you herewith a stipulation setting the case over to any other-day in June after-the 25th. You-may fill in-the date and return one copy (of the) stipulation.

Thanking you in-advance, I-am

Yours-truly, [143

(17.)

Mr. B. C. Price, Ridgway, Pa.

Dear-Sir:

Referring to-the within claim from Mr. Johnson relative to damage to chest, it-would appear that baggage master George Simpson has no record of-this chest as being in bad order when delivered at-your station. Please interview him on-this-subject and also ask him if-he-can make affidavit that no articles were lost out-of it while in-his-charge. I-presume it-would-be well for-you to see-the party and-have-the chest repaired, but if no articles were lost at-your station, and Simpson says none were lost while in-his-charge, we would be averse to entertaining any claim for missing articles, the loss of-which may-have occurred after-the chest left our hands.

Yours-very-truly,

[135

(18.)

Mr. Joseph H. Curtis, Newark, N. J.

Dear-Sir:

Mr. Frank Wells has this-day called on-me informing me (of the) fact that-you would like to consult me inregard-to-the-case of Wells against Walsh, and-I-am-very-much interested in-the result of-this-case. I would-be-pleased to-have-you call at-my office any afternoon except Saturday before-the 81st inst., if-this-is convenient, and-we-can then go over all-the facts relative to-this-case.

Yours-respectfully,

[89

(19.)

Mr. G. F. Mills, Matawan, N. J.

Dear-Sir:

I return herewith letter received, dated the 18th inst. from Mr. Smith addressed to-you, which-was sent me with yours of-May 19, and-after taking the matter up with our General-Manager I-have written a letter as per copy attached, giving the approval of-this company to-the proposition as desired. You-will note-that-it-will-be-necessary for-the-persons desiring this privilege to-sign one-of-our regular agreements, and-I would-be-glad if-you would arrange to-have-this agreement properly prepared in-the usual way and-after same has-been signed have-it forwarded to-the Real-Estate-Department for execution and record.

Very-truly-yours,

[124

(20.)

Mr. B. J. Wright,

741 Broadway, Portland, Oregon

Dear-Sir:

I wrote you on July 2 last advising you that the decree in the Ward Estate matter has been signed by Surrogate Fitzgerald, and requesting you to send me

motion papers ordering the City Chamberlain to-turn over-the balance in-his-hands to-you or-the Administratrix and-that I would give-the-matter immediate-attention, but have-received no reply. Please send on-the papers and let-us get this-matter fixed up, as you seem to-have-been very anxious to-have-the-matter disposed of when here.

Yours-truly,

Γ103

(21.)

Mr. Frank L. Mayhew, Kingston, N. Y.

Dear-Sir:

My-clients, The Manhattan Fixture-Company, have-placed a claim secured by chattel mortgage, in-my hands for-attention, for-your failure to pay this month's instalment when due. They claim that-they-have reduced the instalment from \$45 to \$35 on-your express promise that-you would meet the payments promptly.

Unless I-receive settlement of-this month's payment on or before Friday, September 13, 1907, I-will-place-the mortgage in-the hands of a City Marshal for fore-closure. Your prompt-attention will save you considerable time, trouble and expense.

Yours-truly,

Γ10**8**

(22.)

Messrs. Walker & Morris, Pittsburg, Pa.

Gentlemen:

Enclosed-please-find two claims of-my-client, G. R. Henry, one amounting to \$36.95 and-the-other to \$45.55, for collection. I also enclose a letter sent to-me by-the latter, L. Crane, claiming an allowance for damaged goods. The goods were shipped to-him on August 22, and as-he claimed some damages an allowance of \$4 was credited to-him. At-that-time this-was satisfactory to-

-him, but now that my-client insists on payment, he claims a further concession, for (the) purpose (of) delay.

Please give these-matters your-attention, and-after collecting remit to-me the proceeds. Yours-truly, [118

(28.)

The B. H. Hall Company, Trenton, N. J.

Gentlemen:

Your-tavor of-March 15 received. In-answer will-say that being careful in drawing papers, I-do-not-think I omitted the fire insurance clause in mortgage executed by-the Metropolitan Sign-Company to-you. At-any-rate an inspection (of the) mortgage sent to-you with my-letter of-May 21 will disclose matters.

In-reference-to-the chances of collecting on-the two notes in-my hands, I-beg to-refer to-my-letter (of the) 14th in-which I-said that Mr. Meyer called here and-claimed that-the company is unable (to) meet its obligations.

Mr. Martin promised to-call here in a day or two and-I-will talk-the-matter over with him.

Yours-respectfully, [131

(24.)

Mr. Martin Decker, Brooklyn, N. Y.

Dear-Sir:

Your postal (of the) 8th inst. received and contents noted. In-reply I would-say that-the-motion in-your-case was-not argued on-Monday for-the reasons which I stated to-you when you-were at-my office on-Saturday last. It-was set down for argument for Monday, August 20, when-it-will positively be disposed of.

I spoke to-the lawyer in-regard-to a settlement, but-we arrived at no definite conclusion. There-will positively be no-further adjournments in-the-matter, and-it-will-be disposed of on-the 20th. Yours-very-truly, [107]

(25.)

Mr. G. D. Moffat, Richmond, Va.

Dear-Sir:

My-client, Mr. James E. Sheldon, consulted with me in reference-to some sheds erected in yard and above building, No. 47 East 10th Street, and-informs me that-it-is your intention to tear the same down upon your removal. I-have advised Mr. Sheldon that as-these sheds have-not-been attached to-the realty, they-have become part of-such, and are his absolute property, and cannot-be removed by the tenants except at-their-own peril. You-will-therefore take-notice that my-client intends to sue should you detach the same from-the realty.

By giving this-matter your-attention, you-will save yourself time, trouble and expense of a law-suit.

Yours-truly, [126

(26.)

Mr. S. J. Carpenter,

Deland, Fla.

Dear-Sir:

I-find in looking over-my papers this-day that-the first meeting (of the) creditors of Samuel J. Conklin, Bankrupt, and-the meeting (of the) creditors of Donnalson & Company, Bankrupts, cannot-be held to-morrow as originally agreed upon, but I-have prepared for-the first meeting in-the-matter of John Lowell, Bankrupt, and-the meeting (of the) creditors of Lewis J. Monroe, Bankrupt, which-will-be held at-my offices to-morrow at 2 o'clock in-the afternoon.

I-have-not as yet advertised in-the Samuel J. Conklin and-the Donnalson & Company bankruptoies, and-it-will-be-impossible for-me to-have-the meetings in-those-matters before-the 20th or 23d of next-month, which-is-the very-best I-can-do under-the-circumstances.

Yours-very-truly,

[141

(27.)

Messrs. Wilcox & Greene, Alpena, Mich.

Gentlemen:

For-the third-time we-call-your-attention to-the fact that-as attorneys for-the Stearns & Eagan Company we-have a claim against you for \$500, which-must-now be paid, or in-the alternative, we-demand that-the "Little Masterpieces" be returned to us.

The books do-not become your property until fully paid for, and-as you have thus far ignored our courteous requests for-payment, we-demand the immediate payment or return of-our books. If-you continue to show no disposition to settle with us we-shall-be-obliged to-take legal action to obtain our rights in-the-matter. We-have this-day drawn on-you at sight. If-the-draft is-not honored at-once we-shall begin action.

Yours-very-truly, [186

(28.)

The Owl Brewing Company, New Orleans, La.

Gentlemen:

Your-favor (of the) 7th inst. is received in-regardto a certain cash register and glass case removed from
No. 43 East 31st Street which-you claim as your property.
In-reply would-say that if-you-can give me proof (of the)
fact that-the cash register and-the glass case which-were
removed from said premises belong to-you or that-youare-entitled to-the possession of-same, I would-be-pleased
to see that-they-are returned to-you. If convenient youmay-have one-of-your representatives call at-my office
any afternoon except Saturday with proofs of ownership,
etc., and-this-matter will-be properly disposed of without
any-further delay.

Hoping same is satisfactory, I-am

Yours-very-truly,

[184

(29.)

Messrs. Campbell & Reay,

Detroit, Mich.

Gentlemen:

A few-days since we wrote you that as attorneys for-the Bennett & Smith-Company we hold a claim against you for \$7.50, and-as-this-is such a small matter we-must insist upon your payment without further delay. As you well-know, you have-no title to-the books until you have paid all of-the instalments, and-therefore we-must-have either-the books or-the money.

We-trust that-you-will-see-the advisability of settling without-the expense attached to-our usual process for-the recovery of-such-accounts. Our instructions are to push this-matter.

Yours-very-truly, [112]

(30.)

Messrs. William Meeker & Co.,

Roseville, N. J.

Gentlemen:

Enclosed-please find our standard advertising rule, which-is guaranteed to-be absolutely correct, and which-we-trust may-be of-some use to-you in-your business.

Thinking you, like many other publishers, may-have on-your books a number of subscribers and advertisers who-have made no response to-your-request for settlement, we-beg-to-call-your-attention to-some points of-our business. Our eight years' experience in-this business, confining ourselves strictly to publishers' accounts, together with-the fact that-we-are-now collecting 90% of-lists handled by us—collecting during-the year 1906 over \$1,000,000 for publishers—is some evidence (of the) fact that-we-can, and do, get-the money. Our terms are commission only on-the amounts collected. Should you desire further information or particulars regarding our methods, on receipt (of the) enclosed postal card our representative will-call on-you.

Awaiting your-favors, we-are, Respectfully-yours, [166

(31.)

Mr. William H. Clarke, Memphis, Tenn.

Dear-Sir:

I-called at the Jefferson Market Police-Court yester-day afternoon very-shortly after-you left, and-I-was informed by-the Magistrate then presiding there that-he gave you time until Tuesday morning to pay up, and failing this that-he-would issue warrant.

Now I-wish to say that I-expect-you at-my office not-later-than 10:30 o'clock Tuesday-morning, the 3d day of
August, and-if-you do-not call at-that-time, I-shall-beobliged to-take further steps as indicated by-the justice
of Jefferson Market Police-Court. If-it-had-not-been
for-the fact of Mr. John's leniency towards you, hewould-have pressed the charge as-he-was told to-do by-the
judge, but he-is too-much of a gentleman to-take such
action if-the accused is willing to-make an amicable
arrangement. I would therefore say that-it-is for-yourown good not to-cause any-further trouble in-the-matter,
and-to-call at-my office at-the time named. I-remain

Yours-truly, [185

(32.)

Mr. N. M. Lowe, Macon, Ga.

Dear-Sir:

I-have looked up-the pleadings in-the above case, and-find that Judge Blanchard vacated the injunction on-the original papers. It-may-be possible to-move for-another injunction on new affidavits, and-I-will let you know as-soon-as I look up decisions in similar cases.

From an inspection (of the) affidavits submitted pro and con, I-am satisfied that if any damages can-be recovered from Mr. Robinson at-all by-reason (of the) injunction, they-will-be of a limited nature.

Yours-respectfully, [96

(83.)

Mr. William Love, Philadelphia, Pa.

Dear-Sir:

Referring-to-your-favor of a-few-days-ago in-regard--to-the leasing of land which-we bought from Messrs. Green & Co. several years-ago, we would-say that-we-will rent this property to-you on-the conditions printed in our regular agreement, copy of-which-is attached for-your information. As, however, you desire some slight change in-this agreement, we-are willing to comply with your suggestions and to-make same by an exchange of-letters to-be attached to-the agreement, but only on-the following condition, namely, that on ten days' notice this special agreement may-be terminated and-that-the regular agreement shall then be in full effect. We-shall of-course try to accommodate you as-far-as we-can in-this-matter, and--will if-possible give you ample notice (of the) termination of-this lease, but it-must-be understood that if-we-find it necessary to-take-the property for our-own use, that ten days' notice is all that-will-be demanded by-you. rental (of the) land is already fixed upon and-is shown in-our regular agreement attached. If-these deteils are satisfactory to-you will-you kindly acknowledge receipt of-this-letter which together with your-reply will then be--made a part (of the) original contract.

Yours-very-truly,

[284

(34.)

Mr. G. F. Hayward,

Orange St., Riverdale, N. J.

Dear-Sir:

In-reply-to-yours of Nov. 2, receipt of-which has previously been acknowledged, and-in-which-you ask my views, etc., I-beg leave to say that-the fact that no two representatives of-either (of the) parties to-the contract

in-regard-to-the-leasing of-land have ever been able-to--agree makes-it a subject for constant controversy. Taking the question as a whole, however, 1-think-it-can safely be assumed that-it-was intended to insure our company against the establishment of excessive charges on business over-that part (of the) line used as a connecting branch, but I-think-it-should preserve to-it all--the-privileges it-has ever had through-the ownership (of the) entire line for-its business just the same as-if-the agreement for-the joint use had-not-been made. clause referred to covers all points in-the local territory together with-the roads named, and it-would appear to-be sufficiently clear, I-think, that-these rates should-be revised from-time-to-time as changes are contemplated. I-can. therefore, reach no other conclusion than that-the position taken in-the-matter is-the correct one. I-am

Yours-very-truly,

[218

(35.)

Mr. W. T. Haring, Newark, N. J.

Dear-Sir:

I should-be-pleased to-call-upon you and explain how I-have successfully established law departments in-the-places of business of-my-clients, whereby all-their legal matters, local and out-of town collections, receive better attention at a smaller cost than by giving them to a lawyer or a collection agency.

Your legal matters, by-my system, are under your personal control, and managed by-my devoting several hours or more a week at-your place of business. I will furnish the very-best references if desired, and-will agree to-make no charge unless I-can save you some-money. Lam

Yours-respectfully,

[117

(36.)

Mr. D. A. Reed, Cincinnati, Ohio.

Dear-Sir

I-have recently resigned from the U.S. Copyright Office after an experience there of several years.

As you called on-me, whilst there, and consulted me in-regard-to copyright business, I-take-this opportunity to advise you that I-am-prepared to-render services in-all-matters pertaining to-copyright registrations, also as to legal questions, involving the validity and infringement of-copyrights.

Yours-very-truly, [76

(87.)

Mr. John Peters, New Orleans, La.

Dear-Sir:

Your name appears as one (of the) creditors (of the) Southern Bookstore-Company. The Receivers are about to file their first account and make immediate distribution. Please, therefore, send properly proven account to the Receivers, 210 Main Street, by-return mail. The proof of-claim should-be in-the form usual in bankruptcy cases.

This-notice is sent to all known creditors, whether represented by attorneys or otherwise. If-you-are represented by counsel, please-forward this-notice to-him immediately, so-that-he-may prepare the proofs.

From present-information, the Receivers hope to pay a first dividend of 80%.

Yours-very-truly, [111

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